Wyoming Community College Commission

Commission Meeting Packet
October 13, 2017

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WYOMING COMMUNITY COLLEGE COMMISSION
MEETING AGENDA
October 12 & 13, 2017
Northern Wyoming Community College District
Sheridan College
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Dial-In phone number: **888-571-1315 PIN: 27468**

THE STATUTES OF WYOMING REQUIRE THAT ALL MEETINGS OF PUBLIC BODIES BE OPEN TO THE PUBLIC, EXCEPT IN SPECIFIC CIRCUMSTANCES, AND THE WYOMING COMMUNITY COLLEGE COMMISSION FULLY SUPPORTS THAT MANDATE

ALL OF THIS INFORMATION IS AVAILABLE ELECTRONICALLY AT:
http://www.communitycolleges.wy.edu/commission-meetings.aspx

ACTION AND REPORT AGENDA ITEMS FOR DISCUSSION (ACTION ITEMS IN **BOLD)**

October 12, 2017
3:00 p.m.   **CALL MEETING TO ORDER**
              Recess to Executive Session

October 13, 2017
8:30 a.m.   RECONVENE REGULAR MEETING
              APPROVAL OF AGENDA
              Roll call and determination of a quorum
              Introductions

CONSIDERATION OF THE MINUTES OF PREVIOUS MEETINGS:
- **June 27,2017**   **TAB 1**
- **August 28,2017**   **TAB 2**

A.   ORGANIZATIONS/ALLIANCES/PUBLIC COMMENT
- Wyoming Association of Community College Trustees – Walter Wragge, President; Erin Taylor, Executive Director
- Wyoming Department of Education
- Complete College Wyoming – Shawn Powell
- Presidents' Council – Joe Schaffer, President
- Community College Faculty Report
- Wyoming Public Television – Terry Dugas, General Manager   **TAB 3**

B.   UPDATES AND REPORTS
- **Financial Report**   **TAB 4**
- Budget update
- **Spring 2017 Enrollment Report**   **TAB 5**
- **2016-2017 Annual Enrollment Report**   **TAB 6**
- **Partnership Report**   **TAB 7**

C.   EXECUTIVE DIRECTOR'S REPORT
- Lumina Goal
- UW Report on recruitment and retention   **TAB 8**
- ECS technical assistance grant: state funded need-based aid

D.   **CONSIDERATION OF REGULAR RULES**   **TAB 9**

E.   CONSIDERATION OF CAPITAL CONSTRUCTION REQUESTS
- **LCCC Residence Hall**   **TAB 10**
- **LCCC RAC**   **TAB 11**
- **CWC Cosmetology Remodel**   **TAB 12**

F.   **PROGRAM APPROVAL/CONSIDERATION**
- **Consideration of new program requests**
  - **CC- Personal Trainer CERT**   **TAB 13**
  - **CC- Coaching CERT**   **TAB 14**

- Pilot program approved by the Program Review Committee
  - CWC   **TAB 15**
    - CWC - Pilot New Media AAS Degree
    - CWC - Pilot Communication AA Degree
    - CWC - Pilot Film AA Degree
    - CWC - Pilot Film AAS Degree
  - WWCC   **TAB 16**
    - WWCC - Pilot Business Management AAS Degree
    - WWCC - Pilot Application Software Specialist CERT
    - WWCC - Pilot Emergency Medical Services CERT
  - NWCCD - Pilot IT Support Technician CERT   **TAB 17**

G.   CONSIDERATION OF ACTION RESULTING FROM EXECUTIVE SESSION

H.   OTHER BUSINESS   **TAB 18**

ADJOURN

TAB 1

MINUTES

WYOMING COMMUNITY COLLEGE COMMISSION MEETING
June 27, 2017

The June 27, 2017 regular Commission meeting was called to order by Commission Chair Saundra Meyer at Central Wyoming College, Riverton, WY at 8:35 a.m.

Commissioners present: Commissioners Larry Atwell, Bruce Brown, Kay Dooley, Craig Frederick, Jackie Freeze, Saundra Meyer and Julia Newman.

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry, Programs Team Leader Joe McCann, Fiscal Team Leader Larry Buchholtz and Administrative Services Manager Claire Smith.

A roll call was taken. A quorum was present. Due notice had been published. Commissioner Meyer asked for introductions.

Motion: Commissioner Atwell moved and Commissioner Newman seconded a motion to approve the agenda. **Motion passed unanimously**.

CONSIDERATION OF MINUTES OF THE PREVIOUS MEETINGS

Motion: Commissioner Freeze moved and Commissioner Frederick seconded a motion to approve the minutes of the April 28, 2017 commission teleconference. **Motion passed unanimously**.

ORGANIZATIONS AND ALLIANCES

1. WY Association of Community College Trustees (WACCT): WACCT President Walt Wragge said discussion from their retreat last October indicated a number of issues on which they need to focus. The facilitator of the retreat made five recommendations and all have been acted on or resolved. Two of the recommendations were to adopt a new mission statement and to determine what outreach centers should look like, how they should be structured and who they should serve. Mr. Wragge will make the new mission statement and the outreach resolution available to commissioners. Erin Taylor has been approved as Executive Director for another year. Ms. Taylor said the WACCT conference in the fall will focus on education for trustees and how they can be more effective advocates for the colleges. The conference will be October 11-12 in Casper. They will also have an education day in February with a focus on economic diversification.

2. Wyoming Department of Education (WDE): Chief Academic Officer Brent Bacon said the WDE has been working with the community colleges, UW and school districts to acquire a state-wide Learning Management System (LMS) and they are getting close to completion. The Joint Education Committee moved on a five-year plan to redefine computer science, establish rigorous standards, and secure funding for things such as computers, teachers, and professional development. This is an effort to ensure more students take computer science classes as the need for these skills is increasing. Changes are still being made by Congress to the Perkins program and the Perkins grant is open for community colleges to

complete. The new assessment, WY Test of Proficiency and Progress (WY-TOPP), will replace PAWS with full implementation next year for grades 1-10. It is computer based and includes interim assessments to determine what students need before taking the ACT. Going forward the ACT will not be used as an achievement standard, just a readiness assessment and Hathaway requirement. Math standards are open for feedback. The Every Student Succeeds Act state plan has gone through the stakeholder feedback process. Indicators for postsecondary readiness will include college, career and military readiness.

3. President's Council: President Dr. Young explained the written consultation policy to the new commissioners. He stated the councils and leadership at the Commission work on common issues, solving problems, and upgrading functional areas. The Presidents Council is made up of the seven college presidents while the Executive Council is the seven presidents and the Commission Executive Director. The President's Council has not met separately from the Executive Council for many years, which is indicative of how well they are working with Dr. Rose. All of the councils meet on a regular basis.

Dr. Young then gave an update of the projects currently in progress. The colleges all use different tools for online learning but five of the seven colleges are going to switch to Canvas, the LMS used by UW and K12, saving money in the process. There has been a lot of work on this project by the Chief Information Officers Council. For the last several years, the councils have been working on creating a central data warehouse. Commission staff are periodically asked for information from the legislature which they then have to gather from the colleges. This can be problematic because the information may be tracked differently at each college. As a result, the councils have decided on approximately 250 common data elements all colleges will maintain the same way. This data will be maintained in a data warehouse and will allow WCCC to do real time reporting for legislative inquiries. The colleges will have access to this information too. They are also working closely with UW on a number of issues including a revamped bachelors of applied science program, the LMS and many other collaborations. Dr. Schaffer will be the next President's Council president. Dr. Hicswa spoke on behalf of the Presidents Council to thank Dr. Young for his leadership over the last few years.

4. Community College Faculty Alliance: No one was present for this report.

5. Wyoming Public Television: General Manager Terry Dugas said they continue to work on the Bozeman Trail project and should be done next summer. They are also working on a project on the Natural Trap Cave in the Big Horn Mountains, a Paleolithic site with animal remains dating back 25,000 years. The remains recovered from the cave will be housed at UW. The project will be done this fall.

6. Complete College Wyoming (CCW): Shawn Powell, VP for Academic Affairs at Casper College and co-chair for CCW, said they met with Governor Mead a few weeks ago and the governor continues to be supportive of CCW. Governor Mead said the colleges will have a large part in the ENDOW initiative. Data analytics work will continue and CCW will have more involvement with commission staff and UW to develop additional up-to-date data. Patrice Noel is leaving UW in August so the co-chair position will be filled by someone else from UW. The July summit for Complete College America (CCA) will be in Indianapolis. The convening for CCA is in New Orleans in December. CCW members will attend the Lumina meeting at the UW retreat in July.

UPDATES AND REPORTS

1. Accreditation Report: The Commission is statutorily required to report on accreditation and as the report shows, all colleges are accredited. Data in the report augmenting the regional accreditation by the Higher Learning Commission (HLC) details specific accreditation and licensures the colleges hold from other organizations. Commissioner Atwell asked if it matters which accreditation the colleges use on their

programs. Dr. Rose said some colleges seek accreditation by specific national organizations in addition to the HLC because HLC accredits the institution while other organizations accredit programs.

2. Level of Instruction (LOI) Audit Report: Dr. Rose said this report is important to the funding allocation process. Commission staff conducts an LOI audit each year. The report shows the colleges have done a good job of coordinating this information.

CONSIDERATION OF COMMISSION RULES
Explanation for rules changes are included in the packet. Claire Smith explained the actions needed by commissioners related to rules.

1. Emergency Rules: **Motion**: Commissioner Atwell moved and Commissioner Newman seconded a motion to approve emergency rules for chapters one and five. **Motion passed unanimously.**

2. Draft Regular Rules: Commissioner Frederick asked for clarification on how the residency rules work and if the colleges use their own guidelines for determining residency. Dr. McCann spoke about the work the registrars and Student Services Council have done in determining the requirements to be included in the proposed changes, and as a result there has been an addition of a six-month requirement for evidence of residency. Dr. Rose explained there are different levels of jurisdiction on residency requirements: statute, commission rules, and college interpretation. Existing rules within chapter three ensure that if a student is declared a resident at one community college or UW, he will be a resident at all community colleges. **Motion**: Commissioner Atwell moved and Commissioner Brown seconded a motion to approve draft regular rules chapters 1 through 8. **Motion passed unanimously.**

CONSIDERATION OF PRELIMINARY 2019/20 BIENNIAL BUDGET
Matt Petry discussed the budget documents included in the packet and provided updated preliminary numbers for the discussion. Items highlighted in yellow are subject to change. We will need to have a teleconference meeting in late July or early August to finalize the budget request. There are two budget items in which our interpretation differs from the Budget Division interpretation: the amount to be used as the starting point for BFY19 state aid and the action needed to recalibrate state aid as a result of 2016 HEA29 (HB80).

The difference in interpretation on the starting point for state aid is based on our view that it should be the dollar amount specifically spelled out in HB80 while the Budget Division feels this number should be reduced by the total of BFY17 penny plan and governor cuts. The action needed to recalibrate the budget for the decrease in enrollment is also in question as we feel the intent of HB80 was to make this an adjustment to the standard budget while the Budget Division feels it should be presented as an exception request. Mr. Petry explained the differences in interpretations as follows:

	WCCC interpretation
Beginning standard budget	$194,702,131
Portion allocated to retirement	($3,627,633)
Standard budget for state aid only	$191,074,498
Recalibration adjustment for decreased enrollment	($4,999,079)
Adjusted beginning standard budget balance for state aid	$186,075,419

	Budget's interpretation
Beginning standard budget	$194,702,131
Penny plan (excluding retirement cut)	($2,685,984)
Governor cuts (excluding retirement cut)	($11,496,006)
Adjusted beginning standard budget balance	$180,520,141

Portion allocated to retirement	($3,627,633)
Adjusted beginning standard budget balance for state aid	$176,892,508
Exception request for decreased enrollment**	($4,627,485)
State aid budget	$172,265,023

** Amount is different from the amount in the WCCC interpretation because the inclusion of cuts results in a lower base amount in the calculation.

Requiring the adjustment that results from recalibration of enrollment growth to be presented as an exception request does not follow what we feel is the intent of HB80. Budget's interpretation eliminates the predictability the colleges were seeking and continues to make adjustments debatable by the legislature. Part of the benefit of HB80 was that legislators did not want us presenting exception requests for enrollment growth every two years, but Budget's interpretation will require us to do so at least once every four years, regardless of whether there's growth or decline. Not only is this still contrary to the legislature's intent, but it also further restricts the colleges' access to the legislature, and practically guarantees funding reductions while subjecting warranted increases to debate.

Health insurance is another area of concern. Statute governs how health insurance should be funded and reimbursed, but the Budget Division has said BFY17 cuts must be sustained and have therefore applied them to our estimated BFY19 need of $49,378,232, calculated with Budget's estimate for BFY19 premiums. Taking BFY17 cuts into account, the Budget Division expects our standard budget amount for BFY19 health insurance to be $42,494,454.

Mr. Petry then explained the items we consider to be exception requests as described on page 2 of the "Exception Requests and Priorities" document in the packet and stated the rest of the budget information in the packet is informational only. Several commissioners and presidents expressed concern over the Budget Division and governor's office interpretations and agreed a meeting needs to take place with the governor to discuss these issues. Dr. Rose suggested the request for a meeting should come from the presidents and commissioners, as opposed to WCCC staff, and should include policy makers who understand the spirit of HB80. This request should not be made until the Budget Division releases the standard budget.

Motion: Commissioner Atwell moved and Commissioner Frederick seconded a motion to approve the six exception requests in the following order:
1. Administrative computing system maintenance
2. Data services provided by ETS
3. Hardware, software, IT training and consulting
4. College hardware and VMware maintenance
5. Shared statewide LMS recurring costs
6. WY Investment in Nursing program student funding

Commissioner Freeze asked if the amount for the LMS exception request includes funding for only the five colleges who are going to convert to Canvas and Mr. Petry said yes. We could request funding for the remaining two colleges at a later date if they opt to convert. Dr. Rose pointed out this is not the total cost to run the LMS. **Motion passed unanimously.**

The packet includes a list of our programs in the order we prioritized them for the BFY17 supplemental budget. Dr. Rose briefly discussed the logic of the order, as follows:
1. Administration
2. College State Aid
3. College Health Insurance

4. High School Equivalency Certificate Program
5. Adult Education Program
6. WY Investment in Nursing Program – Faculty
7. College Libraries Funding
8. WY Investment in Nursing Program – Students
9. Veterans Tuition Waiver Program
10. WY Adjunct Professor Loan Program
11. Contingency Reserve

Motion: Commissioner Brown moved and Commissioner Atwell seconded a motion to approve the program priorities as presented in the packet. **Motion passed unanimously.**

CONSIDERATION OF CAPITAL CONSTRUCTION PRIORITIZATION AND AUTHORIZATIONS
The NWC project results are from the capcon model and will be forwarded to the State Construction Department. The remaining projects are seeking authorizations only.

NWC: Funding Prioritization – New Visual and Performing Arts Center & New Student Center: These requests are for level two planning funds for two different buildings: expansion and remodel of the Performing Arts Center and a remodel of the Student Center. Dr. Hicswa said both buildings are over 50 years old, have infrastructure issues, no longer meet the needs of students and the projects are part of the master plan. The Performing Arts Center was built in 1965 and will not meet specialty accreditation requirements as the building exists now. There is also asbestos to remove. The Student Center was built in 1966 and is starting to have failure of infrastructure. Commissioner Frederik asked for clarification on costs and location to which Dr. Hicswa explained further. **Motion**: Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the two projects at NWC. **Motion passed unanimously.** The projects will be forwarded in the priority order assigned by the capcon model.

LCCC: Authorization – ACC Classroom Additions: Dr. Schaffer gave a brief explanation of the request. This project was presented for authorization to proceed a year ago but updated estimates have put the cost at approximately $1,300,000 and therefore it now needs legislative approval. Commissioner Frederick asked if it is common to use student fees for building projects. Dr. Schaffer said it is done on occasion and explained the creation of a student fee structure at the Albany County Campus similar to the Cheyenne campus generated a significant fund balance. They determined this would be a logical use of the revenue. **Motion**: Commissioner Frederick moved and Commissioner Newman seconded a motion to approve authorization of the LCCC ACC classroom additions. **Motion passed unanimously.**

NWCCD: Authorizations – Health Science project and STEM building: Dr. Young said the Health Science project to renovate a portion of this 60 year old building on the Sheridan campus was approved last year but the current estimate of costs is over 10 percent higher. Project delays have caused the price to increase so this request is for authorization of the increased cost. The STEM building is a donation to the Gillette campus and the college has received a grant from the Economic Development Authority to equip the building. **Motion**: Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve the NWCCD Health Science project. **Motion passed unanimously.**
Motion: Commissioner Brown moved and Commissioner Frederick seconded a motion to approve the NWCCD STEM building. **Motion passed unanimously.**

CWC: Authorization – Equine Center: Dr. Tyndall said this request is to seek authorization to acquire the Equine Center as a donation from the foundation. **Motion**: Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the transfer of the CWC Equine Center. **Motion passed unanimously.**

EXECUTIVE DIRCTOR'S REPORT
2017/18 Supplemental Budget Footnote – Plan for Recruitment and Retention: Dr. Rose explained the requirement to create a recruitment and retention plan in conjunction with UW. We are incorporated in the language of the footnote but we are not the primary entity responsible for creating the plan for the legislature. Community college and UW presidents met the previous week to discuss their plans. UW presented their plan to the colleges and asked the colleges' to do the same, but the colleges are hesitant to do so as this is an area where there is some competition between colleges.

The Lumina Foundation will be doing a presentation to UW, the colleges, WDE and K12 at the UW retreat on July 20. The topic will be how to increase the number of people in Wyoming who have high level certificates or diplomas. Approximately 46% of the population in Wyoming has some form of credential but the goal is 65%.

OTHER BUSINESS
Dr. Rose thanked Dr. Patterson for his contributions to EWC and his time served. He also thanked Dr. Young for his service as President's Council president and said a large reason we have such a good relationship among our college presidents is due to Dr. Young's leadership.

ADJOURNMENT
Motion: Commissioner Brown moved and Commissioner Atwell seconded a motion to adjourn the regular commission meeting at 11:40. **Motion passed unanimously**.

_____   _____
Saundra Meyer   *Date*   *Jim Rose*   *Date*
Commission Chair   Commission Executive Director

TAB 2

MINUTES

WYOMING COMMUNITY COLLEGE COMMISSION MEETING
August 28, 2017

Teleconference

The August 28, 2017 regular Commission meeting was called to order by Commission Chair Saundra Meyer via teleconference at 9:00 a.m.

Commissioners present: Commissioners Larry Atwell, Kay Dooley, Craig Frederick, Jackie Freeze, Saundra Meyer and Julia Newman. Commissioner Bruce Brown was not present.

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry, Programs Team Leader Joe McCann and Administrative Services Manager Claire Smith.

A roll call was taken. A quorum was present. Due notice had been published.

Motion: Commissioner Freeze moved and Commissioner Atwell seconded a motion to approve the agenda. **Motion passed unanimously**.

CONSIDERATION OF 2019/2020 BIENNIAL BUDGET REQUEST

Matt Petry explained the documents in the commission packet stating these are the numbers that will go into our 2019/2020 budget request. The only significant change since the June meeting involved the increased retirement contribution request. Contribution requirements have increased over the years and the colleges are covering a large portion of those costs. While reimbursement levels are the same in total as they have been in the past, the state portion of the contribution is decreasing. We are required to provide calculations to the Budget Division on how much the colleges need for this reimbursement. Last biennium we had a disagreement on the amount and it was never fully resolved. This year the Budget Division wanted to reduce the appropriation by roughly three times the decrease we calculated. Mr. Petry and Mr. Buchholtz provided historical information on how this should be calculated and the Budget Division agreed with our approach. The increased retirement need should be fully funded for 2019/2020.

Exception Requests and Priorities spreadsheet: The first amount on this page is the state aid standard appropriation. HB80 contains the starting point for this appropriation. The Budget Division then reduced the amount for the cuts in effect this biennium. The amount is then reduced for the retirement contribution as it is not segregated in the budget. The enrollment adjustment called for in HB80 should be a reduction of $4,615,787 due to decreased enrollment. There was a slight change in this amount since the June meeting as a result of finalized information on 4-mill revenue.

Health insurance has not changed since June. The budget amount is less than the colleges need by approximately $6.8M. Our disagreement with the Budget Division's interpretation on determining this amount will be included in our budget narrative.

Exception Request spreadsheet: Priorities #1 and #3 changed slightly due to rounding. Priority #2 changed by approximately $11,000 because the standard appropriation was not as high as expected. Priority #6 changed because of cuts in effect this year for the WY Investment in Nursing (WyIN) program. We are required to fully fund the faculty side of this program so all cuts must be absorbed by the student funding side. When the Budget Division calculated the standard budget amount, they followed the Legislature's instructions and took a portion of cuts from each side of the program. We moved all cuts to the student side and the exception request reflects the amount needed to make the student side whole.

Commissioner Dooley asked for clarification on the issue of the enrollment adjustment in light of past conversations on whether or not to create a negative exception request for the decline in enrollment. Dr. Rose, Mr. Petry and the college presidents have discussed this issue with various people involved in the budget process, including the governor and his staff. Rosie Berger, the architect of HB80, has agreed to provide us with support for our position of not presenting a negative exception request. If we were to present an exception request, as opposed to assuming it should be an adjustment to the standard budget, the entire purpose of HB80 would be negated. By not having a negative exception request for the decrease in enrollment, we are sustaining our position that enrollment adjustments should be made to the standard budget, as intended with HB80. Dr. Freeze clarified the list of exception requests presented in the meeting packet are for true exception items and does not involve enrollment.

Motion: Commissioner Atwell moved and Commissioner Freeze seconded a motion to approve the exception requests and priorities as presented. **Motion passed unanimously**.

Mr. Petry discussed the standard budget appropriation document. This document shows the adjustment made to the WyIN program as discussed earlier. The amount of the appropriation for the Veterans Tuition Waiver Program came in at the same amount as the current biennium. The remaining documents are informational and show a rough projection of how the funding allocation will look.

Motion: Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve the 2019/2020 biennial budget request. **Motion passed unanimously**.

ADJOURNMENT
Motion: Commissioner Atwell moved and Commissioner Frederick seconded a motion to adjourn the regular commission meeting at 9:30am. **Motion passed unanimously**.

_____   _____
Saundra Meyer   *Date*   *Jim Rose*   *Date*
Commission Chair   Commission Executive Director

TAB 3

Report to the Wyoming Community College Commission
October 2017

Respectfully submitted by Terry Dugas, General Manager of WyomingPBS

WyomingPBS Foundation

1) Joanna Kail is the new Executive Director of the WyomingPBS Foundation. I've attached the Press Release announcing her hire.

2) Our June and "mini-September" Membership Drives were successful, raising just under $40,000. This was the highest amount raised in the past five years.

WyomingPBS Education

1) In July, several focus groups of teachers screened videos from the WyomingPBS archive. They identified segments from the WyomingPBS series "Wyoming Voices" as good candidates for classroom use. Following their recommendations, Learning Objects on "Wyoming Day," "Nellie Tayloe Ross Day," and "Pearl Harbor Day" were created, along with lesson plans developed for K-2, 3-5, 6-8, and 9-12. All are now online at WyomingPBS Learning Media.

2) In August, WyomingPBS Education Coordinator Carol Garber provided training on the WyomingPBS Learning Media collection to teachers in Meeteetse and at St. Stephens.

3) On September 25 and 26, Carol presented two workshops at the Fall AdvancED School Improvement conference on Wyoming content available in the WyomingPBS Learning Media collection. PBS Curriculum Designer Greg Timmons also presented two sessions on educational material available from the Ken Burns film "The Vietnam War."

4) WyomingPBS intends to integrate all Learning Objects and lesson plans into the Canvas Learning Management System "Commons." Content will be available to all schools and colleges using Canvas.

Wind River Reservation Education Project Update

WyomingPBS has contracted with our Native American teacher cohort to produce eight lesson plans targeted to the 4th grade. Another four 8th grade lesson plans are in development on both STEM and cultural themes. These will be added to the 20 existing 8th grade lesson plans. All lesson plans are correlated to both Common Core and Wyoming educational standards.

Learning Objects and lesson plans are available at windriveredu.org, in high quality videos hosted by YouTube. Objects and lesson plans are also available at wyomingpbs.org/learningmedia/windriver for schools that restrict YouTube access.

Wyoming Legislative Coverage

1) WyomingPBS live streamed the Wyoming Legislature's June 12 meeting of the Select Committee on School Finance Recalibration and the Joint Revenue Committee. The Committee meeting archive can be viewed at youtube.com/wyomingpbs.

2) On Thursday, October 12 at 7pm, WyomingPBS produced and broadcast a live sixty-minute *Capitol Outlook* special on school funding. Panelists were Senator Hank Coe, Senator Chris Rothfuss, Representative Mike Madden, and Martin Kobza, Superintendent of Sheridan County School District #1. WyomingPBS will also live stream on October 12 and 13, the public meeting of the Select Committee on School Finance Recalibration in Casper.

WyomingPBS Production

1) On August 21, WyomingPBS live streamed the total eclipse from the campus of CWC and provided a satellite uplink to the PBS system. The PBSNewsHour used our live stream as part of their eclipse live stream. The WyomingPBS two-hour YouTube live stream and archive has been viewed over 38,000 times, with 40% of the views coming from Mexico! The Facebook live stream was viewed over 17,000 times. A 90-second time-lapse version was viewed on FaceBook almost 3,800 times.

2) On Monday, September 11, WyomingPBS collaborated with ThinkWy to host a public forum and record a sixty minute *Wyoming Chronicle* special, "Vietnam – a Wyoming Reflection." The panelists were Scotty Ratliff, Lee Alley, and Dr. William Gribb. The special premiered Friday, September 15. The program is available online at http://video.wyomingpbs.org/video/3004709311/.

3) The WyomingPBS production, "Painting the Falls of Yellowstone" was distributed nationwide to PBS stations. We anticipate 60 to 80 stations will air the program over the next six months.

4) Production on "The Bozeman Trail" continues. This co-production with Montana PBS has completed filming in Wyoming and is now filming in Montana. Among the Wyoming locations were Fort Phil Kearny State Historical Site, Banner; Wagon Box Fight Monument, Story; Sheridan County Museum, Sheridan; Fetterman Battlefield, Story. A fifteen minute preview is available online at https://youtu.be/0oVTh-_cb0g.

WyomingPBS Engineering

The Federal Communications Commission has ordered our translator in Teton Village, Jackson, to change frequencies by December 3. Replacement equipment is on order, and we are looking at options to move our tower to provide better over the air service.
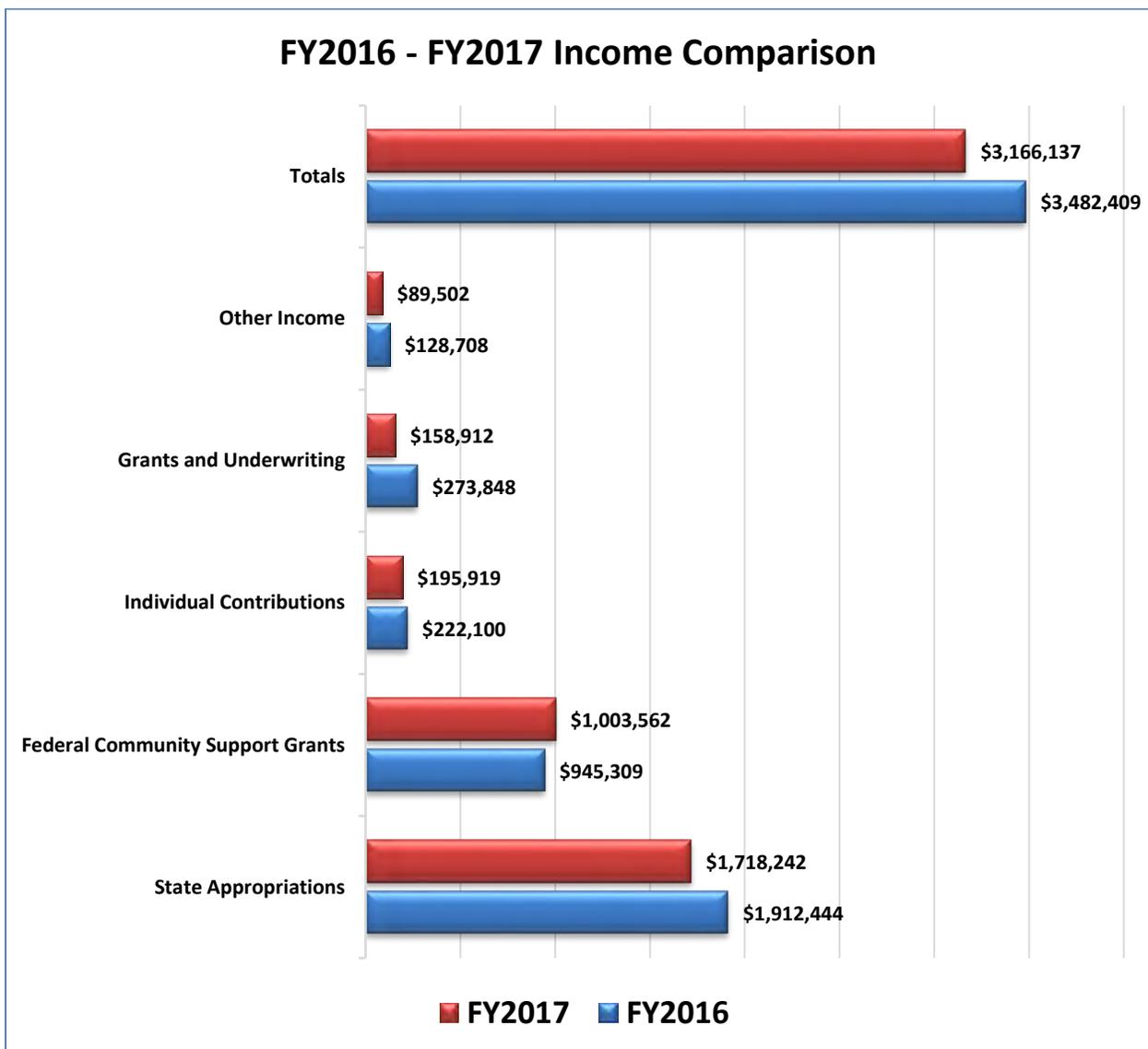
T-Mobile will reimburse a portion of the equipment cost. However, we may not receive those funds until the next fiscal year. We will be using funds from our emergency Engineering reserve to make necessary purchases.

![WyomingPBS logo]

WyomingPBS Budget Review

Income

WyomingPBS income decreased over $300,000 from FY16 to FY17. The largest decrease was, of course, the 10% mandated reduction in State Appropriations. Grants and Underwriting also decreased significantly. The declining Wyoming economy was a major cause, as several long time underwriters decided not to renew. Other Income decreased because contract production for long time clients like Wyoming Catholic College ended due to their budget reductions.

FY2016 - FY2017 Income Comparison

Category	FY2017	FY2016
Totals	$3,166,137	$3,482,409
Other Income	$89,502	$128,708
Grants and Underwriting	$158,912	$273,848
Individual Contributions	$195,919	$222,100
Federal Community Support Grants	$1,003,562	$945,309
State Appropriations	$1,718,242	$1,912,444

■ FY2017   ■ FY2016

Expenses

WyomingPBS reduced expenses in FY17 to compensate for the reduced income. Salaries decreased significantly as WyomingPBS reduced its staff by 10%, three FTE. However, note the significant reduction in the Administrative line. In FY16, the administrative line carried costs associated with the special retirement incentive accepted by both the General Manager and the Assistant General Manager. Despite the overall reduction in income, spending in Engineering increased significantly, as WyomingPBS moved to upgrade its network of transmitters and translators.

FY2016 - FY2017 Expense Comparison

Category	FY2017	FY2016
Totals	$3,121,863	$3,365,877
Marketing / Education	$106,600	$135,371
Administration	$155,786	$444,646
Production	$282,033	$238,875
Engineering	$464,067	$260,634
Programming	$729,594	$769,556
Salaries	$1,383,783	$1,516,795

■ FY2017   ■ FY2016
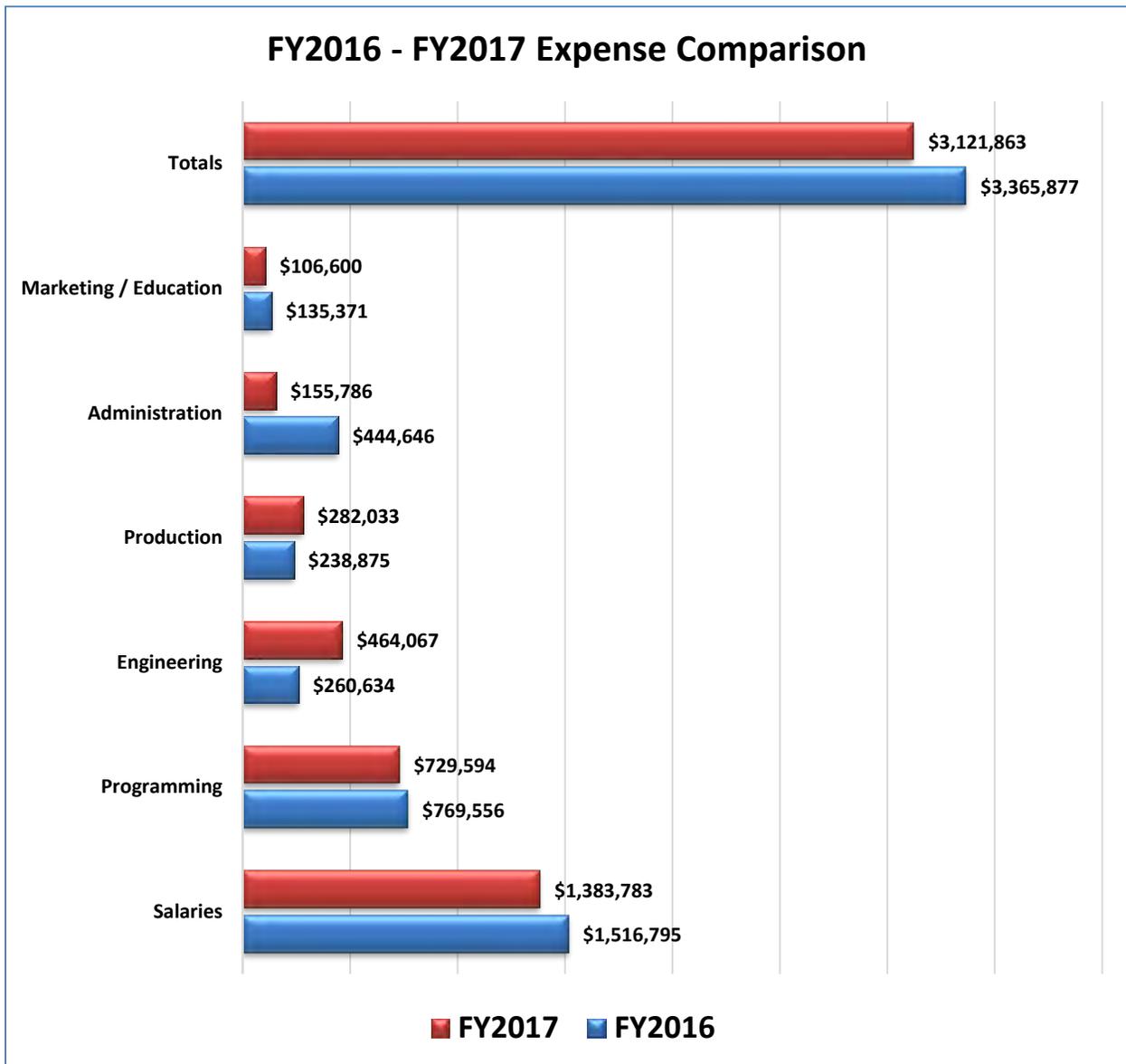
Sources of Income and Expenses for WyomingPBS

FY2017 Income = $3,166,137

- $158,912, 6%
- $89,502, 3%
- $195,919, 6%
- $1,003,562, 32%
- $1,718,242, 54%

■ State Appropriations
■ Federal Community Support Grants
■ Individual Contributions
■ Grants and Underwriting
■ Other Income

FY2017 Expenses = $3,121,863

- $155,786, 5%
- $106,600, 4%
- $282,033, 9%
- $464,067, 15%
- $729,594, 23%
- $1,383,783, 44%

■ Salaries
■ Programming
■ Engineering
■ Production
■ Administration
■ Marketing / Education
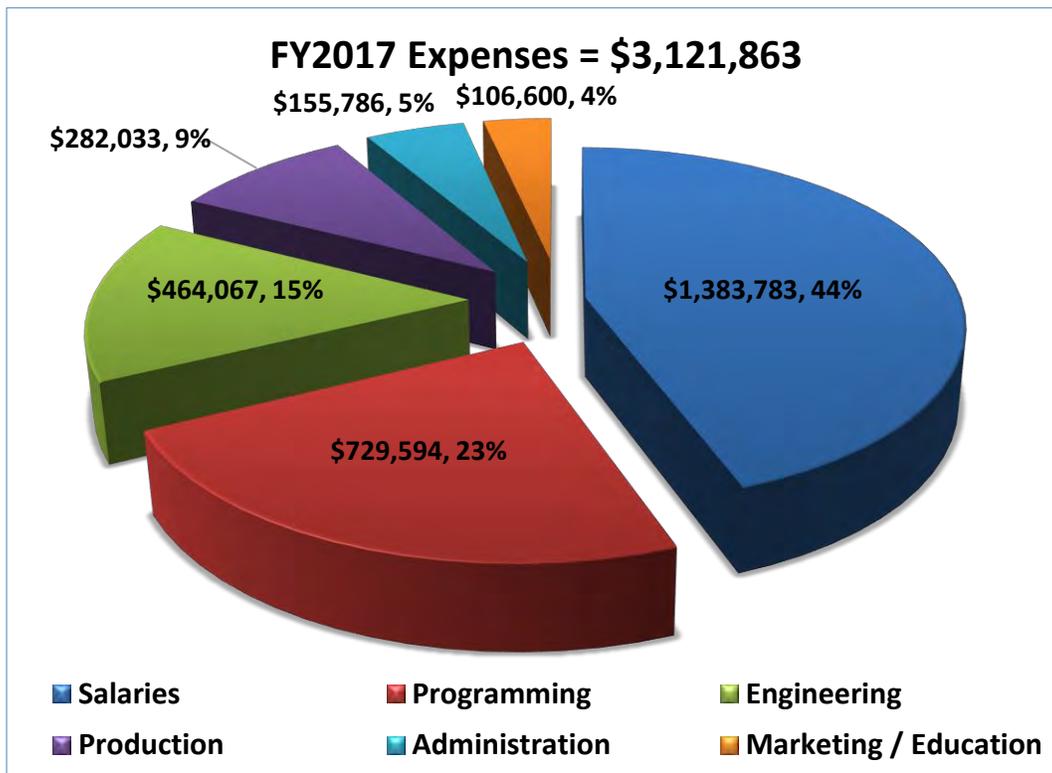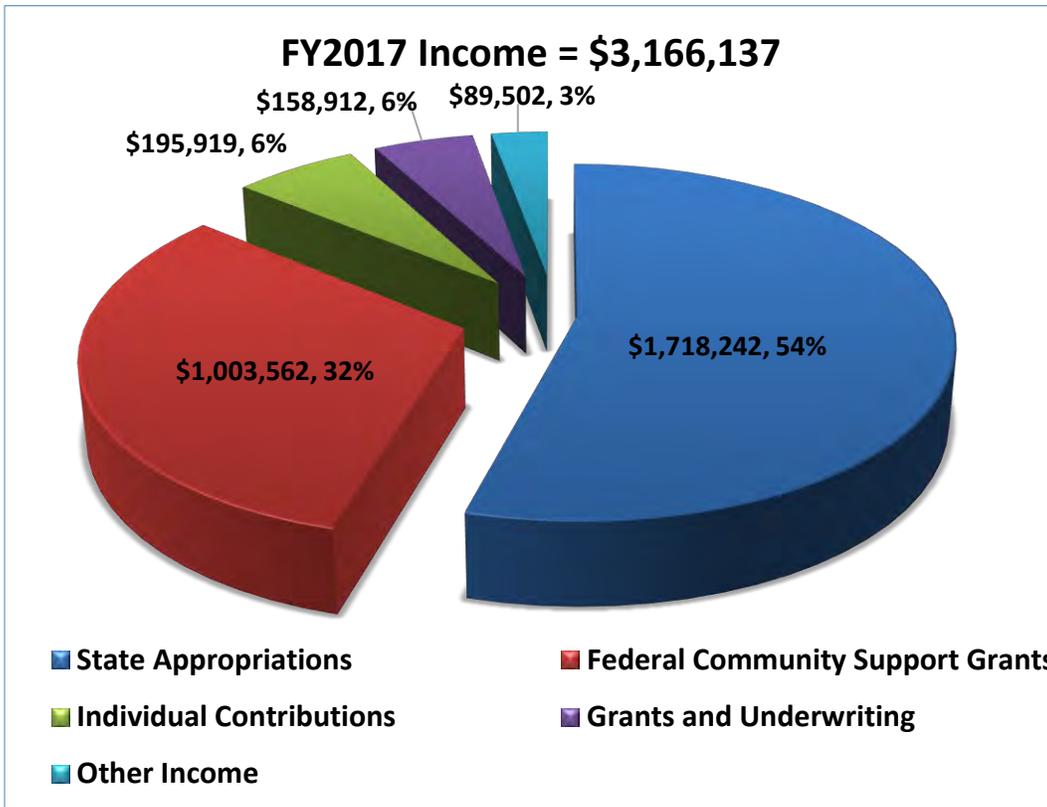
August 25, 2017

FOR IMMEDIATE RELEASE

Contact: Jennifer Amend
             Phone: (307) 855-2372
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WyomingPBS Foundation Hires New Executive Director

[Riverton, WY – August 25, 2017] – Joanna Kail has joined the WyomingPBS Foundation as Executive Director, starting August 15.

Kail is a graduate of the University of Wyoming. Prior to joining the WyomingPBS Foundation she and her husband, Jared, owned Wyoming Inc., a full service marketing and communications company. As the Creative Director and Co-Owner she worked on branding, marketing and communications strategies for national clients, including the Susan G. Komen Foundation, General Electric and the Petroleum Marketers Association of America. Within the state Kail and her team won awards for a campaign they strategized for the Wyoming Foster Care Program.

On a local scale Wyoming Inc. strategized and implemented the Fly Riverton campaign which created buzz and awareness for the Riverton Regional Airport increasing enplanements from 175 per month to 800 per month in less than a year.

Kail has also served as the Communications Specialist for the Wyoming Legislative Majority Leadership in Cheyenne, and an Advance Press Lead for the Office of the Vice President of the United States during Vice President Dick Cheney's term in office.

"As a Wyoming native, I am very passionate about enhancing our efforts to explore our state's rich history for generations to come," said Kail. "WyomingPBS plays a vital role in recording and sharing the proud diversity that is Wyoming."

"I'm thrilled that Joanna has joined the WyomingPBS Foundation," said Terry Dugas, WyomingPBS General Manager and Foundation Board President. "Her ideas about strengthening the relationship between WyomingPBS and its Members, Foundation supporters, and Underwriters are exciting. We're fortunate to have someone with her background and experience lead the Foundation team."

TAB 4

Wyoming Community College Commission

MEMORANDUM

To: Commissioners

From: Matt Petry, Deputy Director and CFO

Date: September 27, 2017

Subject: Summary of August 2017 Financial Reports

Following are items of note from the financial reports for August 2017:

- Data Management and Analytical Reporting (Page 2) – Though not reflected in the August financial reports, all but approximately $560,000 of this $3,364,000 appropriation has either been expended or is now encumbered. AST was selected as the vendor for data design and analysis, Tableau was selected as the software for business intelligence reporting and visualization, and OtisEd provided the solution for master data quality management.
- Contingency Reserve (Page 9) – We remain skeptical that sufficient federal coal lease bonus funds will be received next month to support the scheduled $1.6 million distribution to colleges for emergency facility repairs.
- Adult Education (Page 11) – The spending period for this program's 2015 federal grant award ends in September. With the enactment of the Workforce Innovation and Opportunity Act, we're unable to spend the grant balance of $5,898 earmarked for EL Civics. This amount won't be included in any future draw-downs, and will simply revert to the federal government.
- High School Equivalency Certificate (Page 14) – The position funded by this appropriation has been vacant since July 1. There are currently no plans to fill the position, and the program responsibilities have been assumed primarily by two other staff-members.
- WyIN Nursing Grant and Loan Program (Page 15) – Despite budget reductions of over 60 percent, carryover from the previous biennium and significantly reduced demand from UW should enable us to fully fund student needs this biennium. The Budget Division has recommended denial of the exception request needed for full funding of the program next biennium. It should be noted that the student side of this program (but not the faculty side) is scheduled to sunset on June 30, 2020.

Thanks for your consideration.

Administration
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0100 0101 Administration	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Personal Services								
0103	Salaries	1,961,022.00	1,139,070.38	-	1,139,070.38	821,951.62	1,952,692.08	8,329.92
0104	Temporary Salaries	-		-	-	-	-	-
0105	Benefits	858,692.00	462,653.71	-	462,653.71	396,038.29	802,653.71	56,038.29
0100	Series Total	2,819,714.00	1,601,724.09	-	1,601,724.09	1,217,989.91	2,755,345.79	64,368.21
Supportive Services								
0202	Equipment Repairs & Maintenance	500.00	-	-	-	500.00	-	500.00
0203	Utilities	2,275.00	2,906.83	-	2,906.83	(631.83)	4,983.14	(2,708.14)
0204	Freight & Postage	1,822.00	711.97	-	711.97	1,110.03	1,220.52	601.48
0207	Dues / Registration	51,563.00	18,356.00	-	18,356.00	33,207.00	31,467.43	20,095.57
0208	Advertising & Promotion	1,000.00	142.00	-	142.00	858.00	243.43	756.57
0221	In-State Travel	26,654.00	8,840.85	-	8,840.85	17,813.15	15,155.74	11,498.26
0222	Out-of-State Travel	20,735.00	3,254.01	-	3,254.01	17,480.99	5,578.30	15,156.70
0227	Commission Travel Reimb - Out-of-State	10,000.00	-	-	-	10,000.00	-	10,000.00
0228	Commission Travel Reimb - In-State	30,000.00	16,363.08	-	16,363.08	13,636.92	28,050.99	1,949.01
0230	Supplies & Products	6,000.00	1,196.27	-	1,196.27	4,803.73	2,050.75	3,949.25
0231	Office Supplies, Printing & Reproduction	5,350.00	600.83	-	600.83	4,749.17	1,029.99	4,320.01
0240	Intangible Assets (software/licenses)	10,350.00	10,233.39	-	10,233.39	116.61	17,542.95	(7,192.95)
0242	Data Processing Equipment	12,637.00	69.57	-	69.57	12,567.43	119.26	12,517.74
0251	Real Property Rental	4,200.00	245.00	-	245.00	3,955.00	420.00	3,780.00
0252	Equipment Rental	7,513.00	2,467.36	-	2,467.36	5,045.64	4,229.76	3,283.24
0292	Maintenance Agreements	1,877,721.00	1,875,543.00	-	1,875,543.00	2,178.00	1,875,543.00	2,178.00
0200	Series Total	2,068,320.00	1,940,930.16	-	1,940,930.16	127,389.84	1,987,635.27	80,684.73
Central Services / Data Services								
0410	Central Services / Data	41,830.00	34,353.69	-	34,353.69	7,476.31	63,422.20	(21,592.20)
0420	Telecom	36,503.00	5,282.05	-	5,282.05	31,220.95	9,751.48	26,751.52
0400	Series Total	78,333.00	39,635.74	-	39,635.74	38,697.26	73,173.67	5,159.33
Contractual Services								
0901	Professional Services	117,851.00	43,205.90	-	43,205.90	74,645.10	74,067.26	43,783.74
0900	Series Total	117,851.00	43,205.90	-	43,205.90	74,645.10	74,067.26	43,783.74
	Grand Total	5,084,218.00	3,625,495.89	-	3,625,495.89	1,458,722.11	4,890,222.00	193,996.00

Data Management and Analytical Reporting
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0100 0106 Data Analytics	2015-2016 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Supportive Services								
0207	Dues / Registration	2,000.00	1,095.00	-	1,095.00	905.00	1,877.14	122.86
0221	In-State Travel	10,000.00	2,269.80	-	2,269.80	7,730.20	3,891.09	6,108.91
0222	Out-of-State Travel	15,000.00	1,926.80	-	1,926.80	13,073.20	3,303.09	11,696.91
0240	Intangible Assets (software/licenses)	304,000.00	303,472.94	-	303,472.94	527.06	304,000.00	-
0241	Office Equipment - Furnishings	-	-	-	-	-	-	-
0242	Data Processing Equipment	392,962.80	2,369.97	-	2,369.97	390,592.83	4,062.81	388,899.99
0292	Maintenance Agreements	303,200.00	303,200.00	-	303,200.00	-	303,200.00	-
0200	Series Total	1,027,162.80	614,334.51	-	614,334.51	412,828.29	620,334.12	406,828.68
Central Services / Data Services								
0410	Central Services / Data	40,500.00	20,140.00	-	20,140.00	20,360.00	57,100.00	(16,600.00)
0400	Series Total	40,500.00	20,140.00	-	20,140.00	20,360.00	57,100.00	(16,600.00)
Grant Payments								
0626	Grant Payments	25,000.00	15,137.87	-	15,137.87	9,862.13	25,950.63	(950.63)
0600	Series Total	25,000.00	15,137.87	-	15,137.87	9,862.13	25,950.63	(950.63)
Contractual Services								
0901	Professional Services	2,271,872.40	245,156.25	379,972.00	625,128.25	1,646,744.15	800,239.86	1,471,632.54
0900	Series Total	2,271,872.40	245,156.25	379,972.00	625,128.25	1,646,744.15	800,239.86	1,471,632.54
	Grand Total	3,364,535.20	894,768.63	379,972.00	1,274,740.63	2,089,794.57	1,503,624.61	1,860,910.59

Encumbrances will increase by $1,300,438 in September for Tableau and AST.

State Aid
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG 0200 EORG 0201 State Aid	2017-2018 Budget	Biennium- to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments							
0626 Grant Payments	146,739,438.00	95,380,635.35	-	95,380,635.35	51,358,802.65	146,739,438.00	-
0600 Series Total	146,739,438.00	95,380,635.35	-	95,380,635.35	51,358,802.65	146,739,438.00	-
Grand Total	146,739,438.00	95,380,635.35	-	95,380,635.35	51,358,802.65	146,739,438.00	-

Grant Payments (0626) reflect the biennial expenditure schedule of 15/15/10/10/15/15/10/10

Credit, Certificate and Degree Completion Component of State Aid
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0200 0209 Course Completion	2017-2018 Budget	Biennium- to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments	18,144,105.00	11,216,355.90	-	11,216,355.90	6,927,749.10	18,144,105.00	-
0600	Series Total	18,144,105.00	11,216,355.90	-	11,216,355.90	6,927,749.10	18,144,105.00	-
	Grand Total	18,144,105.00	11,216,355.90	-	11,216,355.90	6,927,749.10	18,144,105.00	-

Grant Payments (0626) reflect the biennial expenditure schedule of 15/15/10/10/15/15/10/10

Enrollment Growth
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0200 0205 Enrollment Growth	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments	12,008,965.00	12,008,965.00	-	12,008,965.00	-	12,008,965.00	-
0600	Series Total	12,008,965.00	12,008,965.00	-	12,008,965.00	-	12,008,965.00	-
	Grand Total	12,008,965.00	12,008,965.00	-	12,008,965.00	-	12,008,965.00	-

Health Insurance
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0200 0202 Health Insurance	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments	43,067,519.00	19,237,327.36	-	19,237,327.36	23,830,191.64	40,608,348.51	2,459,170.49
0600	Series Total	43,067,519.00	19,237,327.36	-	19,237,327.36	23,830,191.64	40,608,348.51	2,459,170.49
	Grand Total	43,067,519.00	19,237,327.36	-	19,237,327.36	23,830,191.64	40,608,348.51	2,459,170.49

Grant Payments (0626) reflect quarterly reimbursement requests from the colleges.

Increased Retirement Contributions
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0200 0207 Retirement	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments	3,285,910.00	1,643,797.68	-	1,643,797.68	1,642,112.32	3,086,478.19	199,431.81
0600	Series Total	3,285,910.00	1,643,797.68	-	1,643,797.68	1,642,112.32	3,086,478.19	199,431.81
	Grand Total	3,285,910.00	1,643,797.68	-	1,643,797.68	1,642,112.32	3,086,478.19	199,431.81

Grant Payments (0626) reflect quarterly reimbursement requests from the colleges.

Libraries
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION

For the Period Ending Aug 31, 2017

AORG EORG	0200 0204 Library Funding	2017-2018 Budget	Biennium- to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments	2,015,659.00	1,417,788.05	-	1,417,788.05	597,870.95	2,015,659.00	-
0600	Series Total	2,015,659.00	1,417,788.05	-	1,417,788.05	597,870.95	2,015,659.00	-
	Grand Total	2,015,659.00	1,417,788.05	-	1,417,788.05	597,870.95	2,015,659.00	-

Contract subscriptions for the libraries renew at various times throughout the biennium.

Contingency Reserve
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0300 0301 Contingency Reserve	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments	3,200,000.00	1,600,000.00	-	1,600,000.00	1,600,000.00	1,600,000.00	1,600,000.00
0600	Series Total	3,200,000.00	1,600,000.00	-	1,600,000.00	1,600,000.00	1,600,000.00	1,600,000.00
	Grand Total	3,200,000.00	1,600,000.00	-	1,600,000.00	1,600,000.00	1,600,000.00	1,600,000.00

Dependent upon receipt of federal coal lease bonus funds, annual payments of $1.6 million are typically made in October.

We do not expect to receive the full $1.6 million balance in FY18.

Adult Education
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG 0900 EORG 0901 ABE (Master Account)	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Personal Services							
0103 Salaries	22,341.00	22,341.00	-	22,341.00	-	22,341.00	-
0105 Benefits	8,183.40	8,183.40	-	8,183.40	(0.00)	8,183.40	(0.00)
0100 Series Total	30,524.40	30,524.40	-	30,524.40	(0.00)	30,524.40	(0.00)
Supportive Services							
0202 Equipment Repairs & Maintenance	232.00	2.25	-	2.25	229.75	3.86	228.14
0204 Freight & Postage	779.00	99.57	-	99.57	679.43	170.69	608.31
0207 Dues / Registration	4,971.00	2,946.53	-	2,946.53	2,024.47	5,051.19	(80.19)
0208 Legal Advertising	742.73	386.20	-	386.20	356.53	662.06	80.67
0221 In-State Travel	2,581.52	2,547.40	-	2,547.40	34.12	4,366.97	(1,785.45)
0222 Out-of-State Travel	17,251.00	13,990.55	-	13,990.55	3,260.45	23,983.80	(6,732.80)
0231 Office Supplies, Printing & Reproduction	920.00	267.69	-	267.69	652.31	458.90	461.10
0236 Educational & Recreational Supplies	450.00				450.00		450.00
0242 Data Processing Equipment	-	41.06	-	41.06	(41.06)	70.39	(70.39)
0251 Real Property Rental	-	1,000.00	-	1,000.00	(1,000.00)	1,714.29	(1,714.29)
0252 Equipment Rental	-	-	-	-	-	-	-
0200 Series Total	27,927.25	21,281.25	-	21,281.25	6,646.00	36,482.14	(8,554.89)
Restrictive Costs or Services							
0301 Cost Allocation	-	-	-	-	-	-	-
0300 Series Total	-	-	-	-	-	-	-
Central Services / Data Services							
0410 Central Services / Data							
0420 Telecom	1,681.00	623.84	-	623.84	1,057.16	1,151.70	529.30
0400 Series Total	1,681.00	623.84	-	623.84	1,057.16	1,151.70	529.30
Grant Payments							
0626 Grant Payments	-	-	-	-	-	-	-
0600 Series Total	-	-	-	-	-	-	-
Contractual Services							
0901 Professional Services	28,699.75	9,977.87	7,000.00	16,977.87	11,721.88	24,104.92	4,594.83
0900 Series Total	28,699.75	9,977.87	7,000.00	16,977.87	11,721.88	24,104.92	4,594.83
Grand Total	88,832.40	62,407.36	7,000.00	69,407.36	19,425.04	92,263.17	(3,430.77)

Adult Education
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0900 971E, 971L & 971P (FY16)	FGA2015 07/15-09/17 FY16 Budget	Year-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Annual Expenditures	Projected Annual Funding Variance
Grant Payments - Programmatic								
971E-0626	Grant Payments - Federal (EL Civics)	12,599.81	6,701.21	-	6,701.21	5,898.60	12,599.81	-
971P-0626	Grant Payments - Federal	224,581.98	224,581.98	-	224,581.98	-	224,581.98	-
0600	**Series Total**	237,181.79	231,283.19	-	231,283.19	5,898.60	237,181.79	-
Supportive & Contractual Services								
971E-0901	EL Civics Professional Svcs-Federal	5,944.05	5,944.05	-	5,944.05	-	5,944.05	-
971L-0901	Leadership Professional Svcs-Federal	14,376.45	14,376.45	-	14,376.45	-	14,376.45	-
0900	**Series Total**	20,320.50	20,320.50	-	20,320.50	-	20,320.50	-
	Total State (FY16 award)	-	-			-		
	Total Federal (FY16 award)	257,502.29	251,603.69	-	251,603.69	5,898.60	257,502.29	-
	Grand Total (FY16 awards)	257,502.29	251,603.69	-	251,603.69	5,898.60	257,502.29	-

As FY17 programmatic funding was set up in WOLFS, the carryover appropriations were transferred from 2015-2016 to the sub-accounts shown on this page:

971E reflects the federal allowance for EL Civics expenditures;

971L reflects the federal allowance for leadership expenditures; and

971P reflects the federal allowance for programmatic expenditures.

Adult Education
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG / 0900 981A, 981E, 981L, 981P & 981S (FY17)	FGA2016 07/16-09/18 FY17 Budget	Year-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Annual Expenditures	Projected Annual Funding Variance
Personal Services - Administration							
981A-0103 Salaries - Federal	56,088.00	49,899.00	-	49,899.00	6,189.00	56,088.00	-
981A-0105 Benefits - Federal	28,912.00	19,583.72	-	19,583.72	9,328.28	28,912.00	-
981A-0301 Cost Allocation - Federal	-	-	-	-	-	-	-
0100 & 0300 Series Total	85,000.00	69,482.72	-	69,482.72	15,517.28	85,000.00	-
Grant Payments - Programmatic							
981E-0626 Grant Payments - Federal (EL Civics)	60,000.00	1,339.00	-	1,339.00	58,661.00	1,339.00	58,661.00
981P-0626 Grant Payments - Federal	636,381.08	606,226.56	-	606,226.56	30,154.52	606,226.56	30,154.52
981S-0626 Grant Payments - State	1,031,415.05	1,031,415.05	-	1,031,415.05	0.00	1,031,415.05	-
0600 Series Total	1,727,796.13	1,638,980.61	-	1,638,980.61	88,815.52	1,636,980.61	88,815.52
Supportive & Contractual Services - Leadership							
981L-0207 Dues / Registration - Federal	-	-	-	-	-	-	-
981L-0208 Advertising & Promotion - Federal	-	-	-	-	-	-	-
981L-0221 In-State Travel - Federal	-	-	-	-	-	-	-
981L-0222 Out-of-State Travel - Federal	695.20	695.20	-	695.20	-	695.20	-
981L-0231 Supplies, Printing & Reproduction - Federa	-	-	-	-	-	-	-
981L-0901 Professional Services - Federal	49,294.72	43,169.72	6,125.00	49,294.72	-	49,294.72	-
0200 & 0900 Series Total	49,989.92	43,864.92	6,125.00	49,989.92	-	49,989.92	-
Total State (FY17 award)	1,031,415.05	1,031,415.05		1,031,415.05	0.00	1,031,415.05	-
Total Federal (FY17 award)	831,371.00	720,913.20	6,125.00	727,038.20	104,332.80	742,555.48	88,815.52
Grand Total (FY17 awards)	1,862,786.05	1,752,328.25	6,125.00	1,758,453.25	104,332.80	1,773,970.53	88,815.52

As FY17 programmatic funding was set up in WOLFS, the necessary appropriations were transferred from the master account (0901) to the sub-accounts shown on this page:

981A reflects the federal allowance for administration expenditures;

981E reflects the federal allowance for EL Civics expenditures;

981L reflects the federal allowance for leadership expenditures;

981P reflects the federal allowance for programmatic expenditures; and

981S reflects the state programmatic award which complements the federal programmatic allowance.

Adult Education
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0900 991A, 991E, 991L, 991P & 991S (FY18)	FGA2017 07/17-09/19 FY18 Budget	Year-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Annual Expenditures	Projected Annual Funding Variance
Personal Services - Administration								
991A-0103	Salaries - Federal	61,200.00	-	-	-	61,200.00	61,200.00	-
991A-0105	Benefits - Federal	23,800.00	-	-	-	23,800.00	23,800.00	-
991A-0301	Cost Allocation - Federal	-	-	-	-	-	-	-
0100 & 0300	**Series Total**	**85,000.00**	**-**	**-**	**-**	**85,000.00**	**85,000.00**	**-**
Grant Payments - Programmatic								
991E-0626	Grant Payments - Federal (EL Civics)	60,000.00	-	-	-	60,000.00	60,000.00	-
991P-0626	Grant Payments - Federal	651,564.31	-	-	-	651,564.31	651,564.31	-
991S-0626	Grant Payments - State	1,001,960.55	-	-	-	1,001,960.55	1,001,960.55	-
0600	**Series Total**	**1,713,524.86**	**-**	**-**	**-**	**1,713,524.86**	**1,713,524.86**	**-**
Supportive & Contractual Services - Leadership								
991L-0207	Dues / Registration - Federal	1,000.00	-	-	-	1,000.00	1,000.00	-
991L-0208	Advertising & Promotion - Federal	200.00	-	-	-	200.00	200.00	-
991L-0221	In-State Travel - Federal	2,500.00	-	-	-	2,500.00	2,500.00	-
991L-0222	Out-of-State Travel - Federal	4,100.00	-	-	-	4,100.00	4,100.00	-
991L-0231	Supplies, Printing & Reproduction - Federal	200.00	-	-	-	200.00	200.00	-
991L-0901	Professional Services - Federal	51,796.40	17,131.15	7,495.00	24,626.15	27,170.25	51,796.40	-
0200 & 0900	**Series Total**	**59,796.40**	**17,131.15**	**7,495.00**	**24,626.15**	**35,170.25**	**59,796.40**	**-**
	Total State (FY18 award)	1,001,960.55	-	-	-	1,001,960.55	1,001,960.55	-
	Total Federal (FY18 award)	856,360.71	17,131.15	7,495.00	24,626.15	831,734.56	856,360.71	-
	Grand Total (FY18 awards)	**1,858,321.26**	**17,131.15**	**7,495.00**	**24,626.15**	**1,833,695.11**	**1,858,321.26**	**-**

As FY18 programmatic funding was set up in WOLFS, the necessary appropriations were transferred from the master account (0901) to the sub-accounts shown on this page:

991A reflects the federal allowance for administration expenditures;

991E reflects the federal allowance for EL Civics expenditures;

991L reflects the federal allowance for leadership expenditures;

991P reflects the federal allowance for programmatic expenditures; and

991S reflects the state programmatic award which complements the federal programmatic allowance.

High School Equivalency Certificate
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	0900 0902 HSEC	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Personal Services								
0103	Salaries	63,916.00	37,825.96	-	37,825.96	26,090.04	37,825.96	26,090.04
0105	Benefits	37,135.00	25,784.90	-	25,784.90	11,350.10	25,784.90	11,350.10
0100	Series Total	101,051.00	63,610.86	-	63,610.86	37,440.14	63,610.86	37,440.14
Supportive Services								
0203	Telecom	-	316.00	-	316.00	(316.00)	541.71	(541.71)
0204	Freight & Postage	1,000.00	13.07	-	13.07	986.93	22.41	977.59
0207	Dues / Registration	400.00	-	-	-	400.00	-	400.00
0221	In-State Travel	5,168.00	220.69	-	220.69	4,947.31	378.33	4,789.67
0222	Out-of-State Travel	3,326.00	-	-	-	3,326.00	-	3,326.00
0231	Office Supplies, Printing & Reproduction	2,094.00	-	-	-	2,094.00	-	2,094.00
0240	Intangible Assets (software/licenses)	-	-	-	-	-	-	-
0200	Series Total	11,988.00	549.76	-	549.76	11,438.24	942.45	11,045.55
Central Services / Data Services								
0420	Telecom	-	-	-	-	-	-	-
0400	Series Total	-	-	-	-	-	-	-
Contractual Services								
0901	Professional Services	6,214.00	-	-	-	6,214.00	-	6,214.00
0900	Series Total	6,214.00	-	-	-	6,214.00	-	6,214.00
	Grand Total	119,253.00	64,160.62	-	64,160.62	55,092.38	64,553.31	54,699.69

WyIN Nursing Grant & Loan Program
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	1000 1001 WYIN (Master Account) 1001, 1111	BFY17 2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Scholarships & Educational Assistance								
1001-0607	Groups 14 and 15 Undergrads	649,680.00	(7,286.00)	-	(7,286.00)	656,966.00	649,680.00	-
0600	Series Total	649,680.00	(7,286.00)	-	(7,286.00)	656,966.00	649,680.00	-
Contractual Services								
1001-0901	Professional Services	110,000.00	23,582.00	86,418.00	110,000.00	-	96,296.00	13,704.00
0900	Series Total	110,000.00	23,582.00	86,418.00	110,000.00	-	96,296.00	13,704.00
	Grand Total	759,680.00	16,296.00	86,418.00	102,714.00	656,966.00	745,976.00	13,704.00

Scholarships & Educational Assistance (0607) reflect semester invoices; however, all obligations will be paid from the 2015-2016 carryover funds until that appropriation is exhausted.

AORG EORG	1000 1001 WYIN (Master Account) 1001, 1121, 1131	BFY15 2015-2016 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Scholarships & Educational Assistance								
1121-0607	Group 12 Undergrads	824,180.00	824,180.00	-	824,180.00	-	824,180.00	-
1131-0607	Group 13 Undergrads	824,180.00	388,536.01	435,643.99	824,180.00	-	824,180.00	-
0600	Series Total	1,648,360.00	1,212,716.01	435,643.99	1,648,360.00	-	1,648,360.00	-
Contractual Services								
1001-0901	Professional Services	230,280.00	230,280.00		230,280.00	-	230,280.00	-
0900	Series Total	230,280.00	230,280.00	-	230,280.00	-	230,280.00	-
	Grand Total	1,878,640.00	1,442,996.01	435,643.99	1,878,640.00	-	1,878,640.00	-

ADN & LPN Teaching Faculty
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	1000 1003 Nursing Faculty (ADN/LPN)	BFY17 2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments	3,632,967.00	691,586.42	-	691,586.42	2,941,380.58	3,560,650.00	72,317.00
0600	Series Total	3,632,967.00	691,586.42	-	691,586.42	2,941,380.58	3,560,650.00	72,317.00
	Grand Total	3,632,967.00	691,586.42	-	691,586.42	2,941,380.58	3,560,650.00	72,317.00

Teacher Shortage Loan Repayment Program
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	2000 2001 TSLRP (Master Account) 2061, 2071	BFY11 2011-2012 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Scholarships & Educational Assistance								
2061-0607	Group 6 Scholarships & Grants	280,000.00	186,209.20	93,790.80	280,000.00	-	214,350.00	65,650.00
2071-0607	Group 7 Scholarships & Grants	60,000.00	-	60,000.00	60,000.00	-	-	60,000.00
0600	Series Total	340,000.00	186,209.20	153,790.80	340,000.00	-	214,350.00	125,650.00
	Grand Total	340,000.00	186,209.20	153,790.80	340,000.00	-	214,350.00	125,650.00

This program sunsetted June 30, 2016. In January 2016, a total of $750,000 was reverted from Units 2071, 2081 and 2091.

Wyoming Adjunct Professor Loan Repayment Program
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	2000 (Fund 009) 2500 WAPLR	BFY17 2017-2018 Budget	Biennium- to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Scholarships & Educational Assistance								
2500-0607	Groups 5 and 6 Scholarships & Grants	95,000.00	-	64,930.00	64,930.00	30,070.00	95,000.00	-
0600	Series Total	95,000.00	-	64,930.00	64,930.00	30,070.00	95,000.00	-
	Grand Total	95,000.00	-	64,930.00	64,930.00	30,070.00	95,000.00	-

The 2017-2018 appropriation was received without any funding for loan processing fees payable to Align.

AORG EORG	2000 (Fund 009) 2500 WAPLR 2503	BFY15 2015-2016 Budget	Biennium- to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Contractual Services								
2500-0901	Professional Services	15,000.00	5,026.00	9,974.00	15,000.00	-	8,776.00	6,224.00
0900	Series Total	15,000.00	5,026.00	9,974.00	15,000.00	-	8,776.00	6,224.00
Scholarships & Educational Assistance								
2503-0607	Groups 3 and 4 Scholarships & Grants	150,000.00	72,281.49	77,718.51	150,000.00	-	130,000.00	20,000.00
0600	Series Total	150,000.00	72,281.49	77,718.51	150,000.00	-	130,000.00	20,000.00
	Grand Total	165,000.00	77,307.49	87,692.51	165,000.00	-	138,776.00	26,224.00

Scholarships & Educational Assistance (0607) reflect the total signed agreements that have been submitted for funding.

Veterans Tuition Waiver Program
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	1500 1501 Veterans Tuition	2017-2018 Budget	Biennium- to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
	Scholarships & Educational Assistance							
0607	Scholarships & Grants Paid to Institutions	1,231,250.00	522,627.69	-	522,627.69	708,622.31	1,109,211.00	122,039.00
0600	**Series Total**	1,231,250.00	522,627.69	-	522,627.69	708,622.31	1,109,211.00	122,039.00
	Grand Total	1,231,250.00	522,627.69	-	522,627.69	708,622.31	1,109,211.00	122,039.00

Scholarships & Grants Paid to Institutions (0607) reflect semi-annual (i.e., semester) invoices, typically received in October and March of each year.

Following elimination of this program, the Governor restored $600,000 of funding for the Fall 2016, Spring 2017 and Summer 2017 semesters.

During the 2017 Session, the Legislature added $631,250 in funding, effectively cutting this appropriation by only the Penny Plan reduction of 1.5 percent.

Wyoming Public Television
Budget to Actual Statement
WYOMING COMMUNITY COLLEGE COMMISSION
For the Period Ending Aug 31, 2017

AORG EORG	3000 3001 WPTV	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments - State Aid	3,373,719.00	2,201,078.41	-	2,201,078.41	1,172,640.59	3,373,719.00	-
0626	Grant Payments - Retirement	73,367.00	22,986.69	-	22,986.69	50,380.31	61,297.84	12,069.16
0600	Series Total	3,447,086.00	2,224,065.10	-	2,224,065.10	1,223,020.90	3,435,016.84	12,069.16
	Grand Total	3,447,086.00	2,224,065.10	-	2,224,065.10	1,223,020.90	3,435,016.84	12,069.16

Grant Payments - State Aid (0626) reflect the biennial expenditure schedule of 15/15/10/15/15/10/10.

AORG EORG	3000 3105 WPTV Endowment Interest	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments	110,000.00	64,725.53	-	64,725.53	45,274.47	110,958.05	(958.05)
0600	Series Total	110,000.00	64,725.53	-	64,725.53	45,274.47	110,958.05	(958.05)
	Grand Total	110,000.00	64,725.53	-	64,725.53	45,274.47	110,958.05	(958.05)

AORG EORG	3000 3003 WPTV Council	2017-2018 Budget	Biennium-to-Date Expenditures	Encumbrances (from B102)	Total Expenditures & Encumbrances	Unencumbered Balance	Projected Biennial Expenditures	Projected Biennial Funding Variance
Grant Payments								
0626	Grant Payments	7,252.00	-	-	-	7,252.00	-	7,252.00
0600	Series Total	7,252.00	-	-	-	7,252.00	-	7,252.00
	Grand Total	7,252.00	-	-	-	7,252.00	-	7,252.00

TAB 5

WYOMING
COMMUNITY COLLEGES

Wyoming Community College System
Spring 2017
Term Enrollment Report

DRAFT

Casper College ~ Central Wyoming College ~ Eastern Wyoming College
Laramie County Community College ~ Northwest College
Northern Wyoming Community College District
Western Wyoming Community College

This report provides a look at the Spring 2017 term enrollment in categories such as student load, location and demographics of the community college student population. The content and format of this report have been developed through a collaborative effort between the Wyoming Community College Commission (WCCC), the Executive Council and the Data Governance/Institutional Research Council members representing the seven community colleges.

Effective with the summer 2016 reporting term, data were extracted from the Central Station Instance (CSI) using one report rather than consolidating individual customized reports from all seven colleges. All enrollment reports have the foundation of:

- Student enrollment being counted the day after 12% of each course has been completed.
- "Full-time equivalency means the number of approved academic or vocational-technical credit hours for each class for which students are enrolled divided by twelve (12)". W.S. 21-18-102 (a)(xii).
- Student headcount includes students who are enrolled for a letter grade, pass/fail designation as well as those who are auditing a course.
- "Duplicated headcount" means that within a survey or polling exercise of numerous programs and/or courses, a student may be counted more than once". WCCC Rules-2015
- "Unduplicated headcount" means that within a survey or polling exercise of numerous programs and/or courses, a student shall be counted only once". WCCC Rules- 2015

The implementation of this robust reporting system has enabled the following enhancements to the enrollment reports:

- Where applicable, graphs have been included with each table.
- The median age of the student population has been added to Table 2.
- College service area and border states are now delineated in Tables 4 and 5.
- Credit Hours are subtotaled in Table 6.
- Level of Instruction "4", reflecting distance education, has been added to Table 8, along with the category "Unknown."
- Table 14 furnishes three additional categories of student enrollment data; concurrent, dual and remedial.
- Table 15 provides additional information that ties to the statutorily mandated 4th level of instruction code for distance education.

*Full-time equivalencies (FTE) reported in tables 1, 5, 7b, 8 and 10 may vary slightly due to rounding in the enrollment calculations.

**The data presented in this report may vary from enrollment reports posted on Wyoming college websites due to extraction date and sub-set parameter differences.

For additional information and discussion regarding this report, please refer to the Wyoming Community College Commission's meeting minutes for _____, located on the Commission's website at http://communitycolleges.wy.edu.

SPRING '17 ENROLLMENT REPORT

Table 1: Credit Headcount & FTE

	CREDIT HEADCOUNT			
College	Full Time	Part Time	Total	%
Casper	1,530	2,010	3,540	18.0%
Central	560	1,063	1,623	8.3%
Eastern	492	1,044	1,536	7.8%
LCCC	1,523	2,727	4,250	21.6%
Northwest	895	763	1,658	8.4%
NWCCD	1,245	2,185	3,430	17.5%
Western	1,059	2,551	3,610	18.4%
Total	7,304	12,343	19,647	100.0%
Percent	37.2%	62.8%	100.0%	

	CREDIT FTE			
College	Full Time	Part Time	Total	%
Casper	1,922.9	904.5	2,827.3	20.4%
Central	703.9	379.8	1,083.8	7.8%
Eastern	637.2	384.6	1,021.8	7.4%
LCCC	1,838.7	1,210.7	3,049.5	21.9%
Northwest	1,180.7	306.3	1,487.0	10.7%
NWCCD	1,550.2	660.7	2,211.0	15.9%
Western	1,376.4	836.3	2,212.7	15.9%
Total	9,210.0	4,683.0	13,893.0	100.0%
Percent	66.3%	33.7%	100.0%	

Source: Wyoming Community College Commission
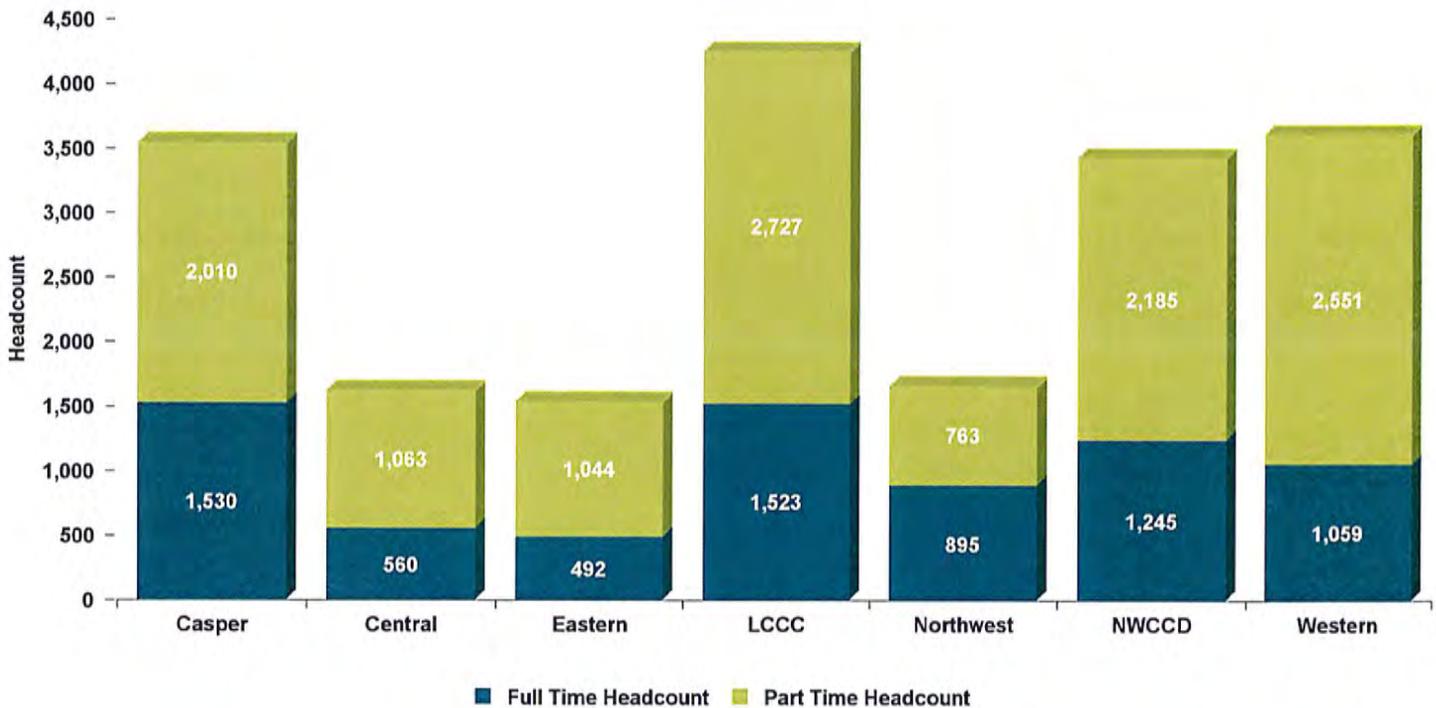
Full Time Headcount ■ Part Time Headcount

SPRING '17 ENROLLMENT REPORT

Table 2: Credit Headcount by Age

College	< 18	18-19	20-21	22-24	25-29	30-34	35-39	40-49	50-64	65+	Unknown	TOTAL
Casper	506	826	465	393	434	262	198	204	134	117	1	3,540
Central	373	314	144	93	188	147	97	127	100	40	0	1,623
Eastern	658	285	101	83	86	64	49	83	71	55	1	1,536
LCCC	967	922	548	477	478	257	182	176	164	71	8	4,250
Northwest	376	527	206	131	121	77	48	78	68	25	1	1,658
NWCCD	607	758	307	262	348	300	241	270	277	59	1	3,430
Western	1,176	636	264	254	286	240	211	250	220	54	19	3,610
Total	4,663	4,268	2,035	1,693	1,941	1,347	1,026	1,188	1,034	421	31	19,647
Percent	23.7%	21.7%	10.4%	8.6%	9.9%	6.9%	5.2%	6.0%	5.3%	2.1%	0.2%	100.0%

Average Age	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Systemwide
Female	26.1	27.6	24.1	24.7	24.9	24.8	24.4	25.13
Male	27.5	27.0	25.2	24.4	22.4	30.7	26.9	26.83
Full Time	22.8	23.8	21.6	23.0	21.1	22.2	22.2	22.44
Part Time	29.7	29.2	25.9	25.5	27.1	31.1	27.1	27.96

Median Age	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Systemwide
Female	21	21	18	20	19	20	19	20
Male	22	21	18	20	19	26	20	21
Full Time	20	19	19	20	19	19	19	19
Part Time	24	24	17	20	20	27	20	22

Students with unreported birth dates are excluded. The male and female statistics exclude students with unreported gender.
Source: Wyoming Community College Commission
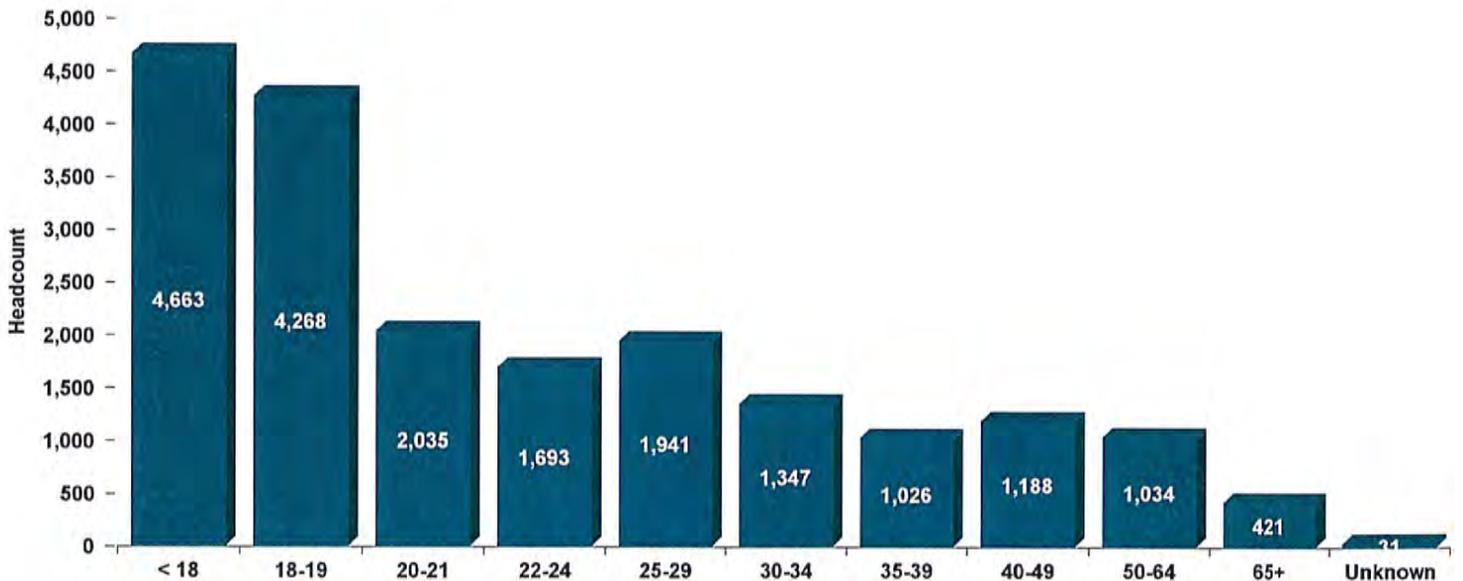
Table 3: Credit Headcount by Gender

College	SPRING				
	Male	% Male	Female	% Female	TOTAL
Casper	1,495	42.2%	2,045	57.8%	3,540
Central	741	45.7%	877	54.0%	1,623
Eastern	652	42.4%	884	57.6%	1,536
LCCC	1,759	41.4%	2,491	58.6%	4,250
Northwest	685	41.3%	973	58.7%	1,658
NWCCD	1,793	52.3%	1,637	47.7%	3,430
Western	1,809	50.1%	1,801	49.9%	3,610
Total	8,934	45.5%	10,708	54.5%	19,647

These data do not reflect those not reported as male or female.
Source: Wyoming Community College Commission
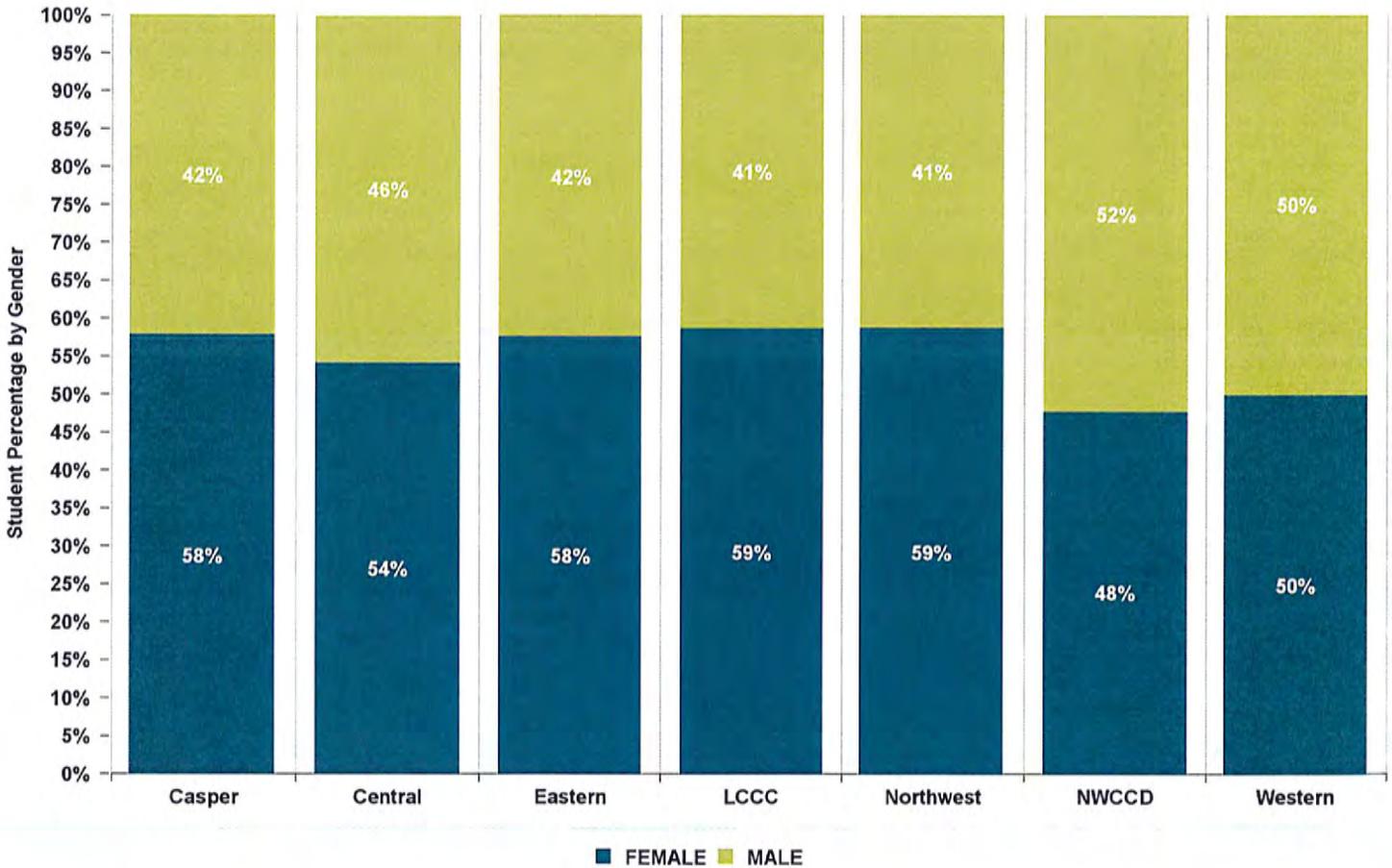
SPRING '17 ENROLLMENT REPORT

Table 4: Credit Headcount by Residency

County	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Total	% of In-State	County Pop.**	****Credit Students as % of Pop.
Albany	33	3	15	781	8	6	8	854	4.9%	37,956	2.2%
Big Horn	37	3	4	7	372	24	5	452	2.6%	12,022	3.8%
Campbell	88	11	19	27	11	1,521	8	1,685	9.7%	49,220	3.4%
Carbon	35	43	4	42	7	10	244	385	2.2%	15,559	2.5%
Converse	156	10	349	13	4	24	6	562	3.2%	14,236	3.9%
Crook	15	1	107	4	12	85	0	224	1.3%	7,444	3.0%
Fremont	61	903	13	28	13	18	17	1,053	6.1%	40,315	2.6%
Goshen	28	3	406	25	4	13	1	480	2.8%	13,383	3.6%
Hot Springs	18	88	3	7	6	3	2	127	0.7%	4,741	2.7%
Johnson	25	3	9	5	7	176	2	227	1.3%	8,585	2.6%
Laramie	85	15	35	2,638	11	31	7	2,822	16.3%	97,121	2.9%
Lincoln	21	33	3	11	11	5	306	390	2.3%	18,722	2.1%
Natrona	2,337	32	21	32	6	32	37	2,497	14.4%	82,178	3.0%
Niobrara	12	2	67	5	0	1	0	87	0.5%	2,542	3.4%
Park	34	9	5	11	722	30	5	816	4.7%	29,228	2.8%
Platte	51	6	104	39	2	10	2	214	1.2%	8,812	2.4%
Sheridan	34	6	8	18	9	916	6	997	5.8%	30,009	3.3%
Sublette	24	15	2	14	9	12	162	238	1.4%	9,899	2.4%
Sweetwater	31	10	8	25	7	13	1,912	2,006	11.6%	44,626	4.5%
Teton	27	138	2	11	6	7	5	196	1.1%	23,125	0.8%
Uinta	17	21	3	29	19	4	558	651	3.8%	20,822	3.1%
Unknown	0	0	0	1	0	1	0	2	0.0%	n/a	n/a
Washakie	37	8	3	4	51	30	3	136	0.8%	8,328	1.6%
Weston	21	2	157	7	3	29	1	220	1.3%	7,234	3.0%
In Tax District	2,337	903	406	2,638	722	916	1,912	9,834			
In Service Area ***	0	226	784	781	423	1,697	1,270	5,181			
Out of Service Area	890	236	157	365	155	388	115	2,306			
Total In-State	3,227	1,365	1,347	3,784	1,300	3,001	3,297	17,321			
Border States *	162	86	149	302	211	294	159	1,363			
All Other States	127	154	16	134	77	109	81	698			
International	24	18	24	30	70	26	73	265			
Total	3,540	1,623	1,536	4,250	1,658	3,430	3,610	19,647			
% In Tax District	66.0%	55.6%	26.4%	62.1%	43.5%	26.7%	53.0%	50.1%			
% In Service Area	0.0%	13.9%	51.0%	18.4%	25.5%	49.5%	35.2%	26.4%			
% Out of Service Area	25.1%	14.5%	10.2%	8.6%	9.3%	11.3%	3.2%	11.7%			
% In-State	91.2%	84.1%	87.7%	89.0%	78.4%	87.5%	91.3%	88.2%			
% Border States *	4.6%	5.3%	9.7%	7.1%	12.7%	8.6%	4.4%	6.9%			
% All Other States	3.6%	9.5%	1.0%	3.2%	4.6%	3.2%	2.2%	3.6%			
% International	0.7%	1.1%	1.6%	0.7%	4.2%	0.8%	2.0%	1.3%			

* Border states include Colorado, Utah, Idaho, Montana, South Dakota, and Nebraska.

** US Census Bureau Estimate www.census.gov/quickfacts/table

*** Casper is the only college with one service area.

**** Total In-State Credit Students as % of Population: 3.0%

BOLD:
College Location

BLUE:
College Service Area

Source: Wyoming Community College Commission

SPRING '17 ENROLLMENT REPORT

Table 5: Credit FTE by Residency

WY County	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Total
Albany	21.1	1.6	13.4	490.2	7.0	5.6	3.0	542.0
Big Horn	36.6	2.3	3.6	5.6	277.1	19.3	3.5	347.9
Campbell	77.6	8.7	15.3	24.2	13.4	796.1	3.5	938.9
Carbon	35.7	25.3	5.3	40.0	7.3	9.9	114.7	238.1
Converse	132.2	7.5	187.8	11.6	4.8	10.9	3.3	358.1
Crook	13.2	0.3	61.6	3.2	14.2	47.3	0.0	139.7
Fremont	59.3	583.2	14.1	25.8	14.6	21.8	6.3	725.0
Goshen	25.9	1.8	225.3	22.6	5.2	14.0	0.2	294.9
Hot Springs	15.5	55.1	4.2	3.5	5.4	1.7	1.0	86.4
Johnson	23.6	1.8	7.5	2.1	8.0	113.1	0.3	156.4
Laramie	61.9	7.6	37.8	1,820.2	14.0	29.8	5.8	1,977.2
Lincoln	10.7	18.5	3.6	12.8	13.6	5.0	186.7	250.8
Natrona	1,733.4	24.8	22.6	24.3	5.3	24.1	9.8	1,844.2
Niobrara	13.9	2.6	31.0	5.2	0.0	0.1	0.0	52.8
Park	28.2	4.0	2.8	8.3	553.3	28.3	2.5	627.5
Platte	46.2	6.2	52.3	30.3	1.9	9.4	1.7	148.0
Sheridan	26.6	3.3	7.3	19.3	8.7	600.1	2.9	668.2
Sublette	25.3	13.9	1.8	11.5	9.9	12.4	81.8	156.6
Sweetwater	23.1	8.6	9.8	22.3	9.3	7.6	1,169.6	1,250.2
Teton	15.4	83.8	1.6	6.3	1.5	8.3	3.1	119.9
Uinta	14.8	13.0	4.4	15.6	15.0	3.9	322.4	389.1
Unknown	0.0	0.0	0.0	1.1	0.0	0.3	0.0	1.3
Washakie	40.1	5.0	3.4	4.8	44.4	29.0	0.6	127.2
Weston	24.5	0.9	78.8	7.8	3.0	15.1	0.2	130.3
In Tax District	1,733.4	583.2	225.3	1,820.2	553.3	600.1	1,169.6	6,685.0
In Service Area **	0.0	138.9	411.6	490.2	321.5	909.2	705.6	2,977.0
Out of Service Area	771.3	157.6	158.4	307.7	162.2	303.7	47.8	1,908.7
Total In-State	2,504.7	879.7	795.3	2,618.1	1,036.9	1,813.0	1,923.0	11,570.7
Border States *	166.03	69.79	176.5	296.33	266.63	266.13	143.87	1,385.28
All Other States	125.1	119.3	19.2	98.1	82.5	92.0	56.4	592.6
International	31.5	15.0	30.8	36.9	101.0	39.8	89.4	344.4
Total	2,827.3	1,083.8	1,021.8	3,049.5	1,487.0	2,211.0	2,212.7	13,893.0
% In Tax District	61.3%	53.8%	22.0%	59.7%	37.2%	27.1%	52.9%	48.1%
% In Service Area	0.0%	12.8%	40.3%	16.1%	21.6%	41.1%	31.9%	21.4%
% Out of Service Area	27.3%	14.5%	15.5%	10.1%	10.9%	13.7%	2.2%	13.7%
% In-State	88.6%	81.2%	77.8%	85.9%	69.7%	82.0%	86.9%	83.3%
% Border States *	5.9%	6.4%	17.3%	9.7%	17.9%	12.0%	6.5%	10.0%
% All Other States	4.4%	11.0%	1.9%	3.2%	5.5%	4.2%	2.5%	4.3%
% International	1.1%	1.4%	3.0%	1.2%	6.8%	1.8%	4.0%	2.5%

* Border states include Colorado, Utah, Idaho, Montana, South Dakota, and Nebraska.
** Casper is the only college with one service area.
Source: Wyoming Community College Commission

Credit Hours	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Total	Percent
<1	4	62	3	1	22	607	300	999	5.1%
1	158	85	204	111	73	250	305	1,186	6.0%
2	103	64	56	217	21	30	210	701	3.6%
3	315	336	248	853	202	511	663	3,128	15.9%
Sub Total	580	547	511	1,182	318	1,398	1,478	6,014	30.6%
4	351	171	146	294	126	182	231	1,501	7.6%
5	156	16	35	56	38	22	39	362	1.8%
6	262	103	117	345	83	132	327	1,369	7.0%
Sub Total	769	290	298	695	247	336	597	3,232	16.5%
7	200	69	72	218	65	114	175	913	4.6%
8	106	47	42	122	15	69	62	463	2.4%
9	110	58	51	173	42	48	104	586	3.0%
Sub Total	416	174	165	513	122	231	341	1,962	10.0%
10	163	35	45	188	45	156	100	732	3.7%
11	82	17	25	149	31	64	35	403	2.1%
12	279	130	66	405	124	195	160	1,359	6.9%
Sub Total	524	182	136	742	200	415	295	2,494	12.7%
13	264	80	56	309	111	260	132	1,212	6.2%
14	255	77	82	206	100	212	130	1,062	5.4%
15	199	66	60	200	115	170	120	930	4.7%
Sub Total	718	223	198	715	326	642	382	3,204	16.3%
16	138	69	58	169	101	125	155	815	4.1%
17	127	35	47	76	102	133	116	636	3.2%
18	78	39	65	63	81	72	80	478	2.4%
Sub Total	343	143	170	308	284	330	351	1,929	9.8%
19	79	24	34	35	68	24	62	326	1.7%
20	39	10	10	9	48	17	40	173	0.9%
21	18	9	10	17	15	14	31	114	0.6%
Sub Total	136	43	54	61	131	55	133	613	3.1%
>21	54	21	4	34	30	23	33	199	1.0%
Sub Total	54	21	4	34	30	23	33	199	1.0%
Total	3,540	1,623	1,536	4,250	1,658	3,430	3,610	19,647	100.0%

Source: Wyoming Community College Commission

Table 7a: Credit Headcount by Program of Study

College	Full Time			Part Time			Total		
	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate
Casper	1,160	342	28	556	249	1,205	1,716	591	1,233
Central	312	231	17	194	208	661	506	439	678
Eastern	228	168	96	131	59	854	359	227	950
LCCC	1,032	455	36	908	330	1,489	1,940	785	1,525
Northwest	650	221	24	174	60	529	824	281	553
NWCCD	812	411	22	438	1,024	723	1,250	1,435	745
Western	675	343	41	434	309	1,808	1,109	652	1,849
Total	4,869	2,171	264	2,835	2,239	7,269	7,704	4,410	7,533
Percent	66.7%	29.7%	3.6%	23.0%	18.1%	58.9%	39.2%	22.4%	38.3%

*Transfer Preparation programs provide students with the first two years of an education sequence designed to transition to a Bachelor's Degree program. Programs generally lead to an AA, AB, AFA or AS degree.

**Career Technical programs are designed to prepare students for entry into a specific occupational area or advancement in the workplace immediately upon completion/graduation. Programs generally lead to Certificates or an ADN or AAS degree.

Source: Wyoming Community College Commission

College	Full Time			Part Time			Total		
	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate
Casper	1,434.2	456.5	32.2	313.2	167.3	423.9	1,747.4	623.8	456.1
Central	389.0	295.0	19.8	98.3	107.3	174.2	487.4	402.3	194.0
Eastern	297.8	217.3	122.1	69.7	24.3	290.6	367.4	241.7	412.7
LCCC	1,224.3	568.5	45.9	514.9	204.7	491.2	1,739.2	773.2	537.1
Northwest	860.0	292.9	27.8	88.9	36.0	181.4	948.9	328.9	209.2
NWCCD	989.7	533.2	27.3	253.8	193.4	213.6	1,243.5	726.5	241.0
Western	893.2	434.7	48.5	186.0	153.7	496.5	1,079.3	588.4	545.0
Total	6,088.2	2,798.1	323.7	1,524.8	886.7	2,271.4	7,613.0	3,684.8	2,595.1
Percent	66.1%	30.4%	3.5%	32.6%	18.9%	48.5%	54.8%	26.5%	18.7%

*Transfer Preparation programs provide students with the first two years of an education sequence designed to transition to a Bachelor's Degree program. Programs generally lead to an AA, AB, AFA or AS degree.

**Career Technical programs are designed to prepare students for entry into a specific occupational area or advancement in the workplace immediately upon completion/graduation. Programs generally lead to Certificates or an ADN or AAS degree.

Source: Wyoming Community College Commission

Table 8: Level of Instruction

College	Level 1 FTE	Level 2 FTE	Level 3 FTE	Level 4 FTE	Unknown Level FTE	TOTAL
Casper	1,002.7	620.1	501.7	701.7	1.2	2,827.3
Central	428.7	201.6	151.1	300.6	1.8	1,083.8
Eastern	365.9	275.9	170.9	207.9	1.1	1,021.8
LCCC	1,144.6	597.0	547.5	760.3	0.0	3,049.5
Northwest	711.3	397.4	139.2	238.4	0.6	1,487.0
NWCCD	892.0	384.0	475.2	459.7	0.0	2,211.0
Western	750.0	463.0	308.7	691.1	0.0	2,212.7
Total	5,295.3	2,939.1	2,294.3	3,359.8	4.6	13,893.0

Level 1 = Lecture, Level 2 = Laboratory, Level 3 = High Technology, Level 4 = Distance
Source: Wyoming Community College Commission
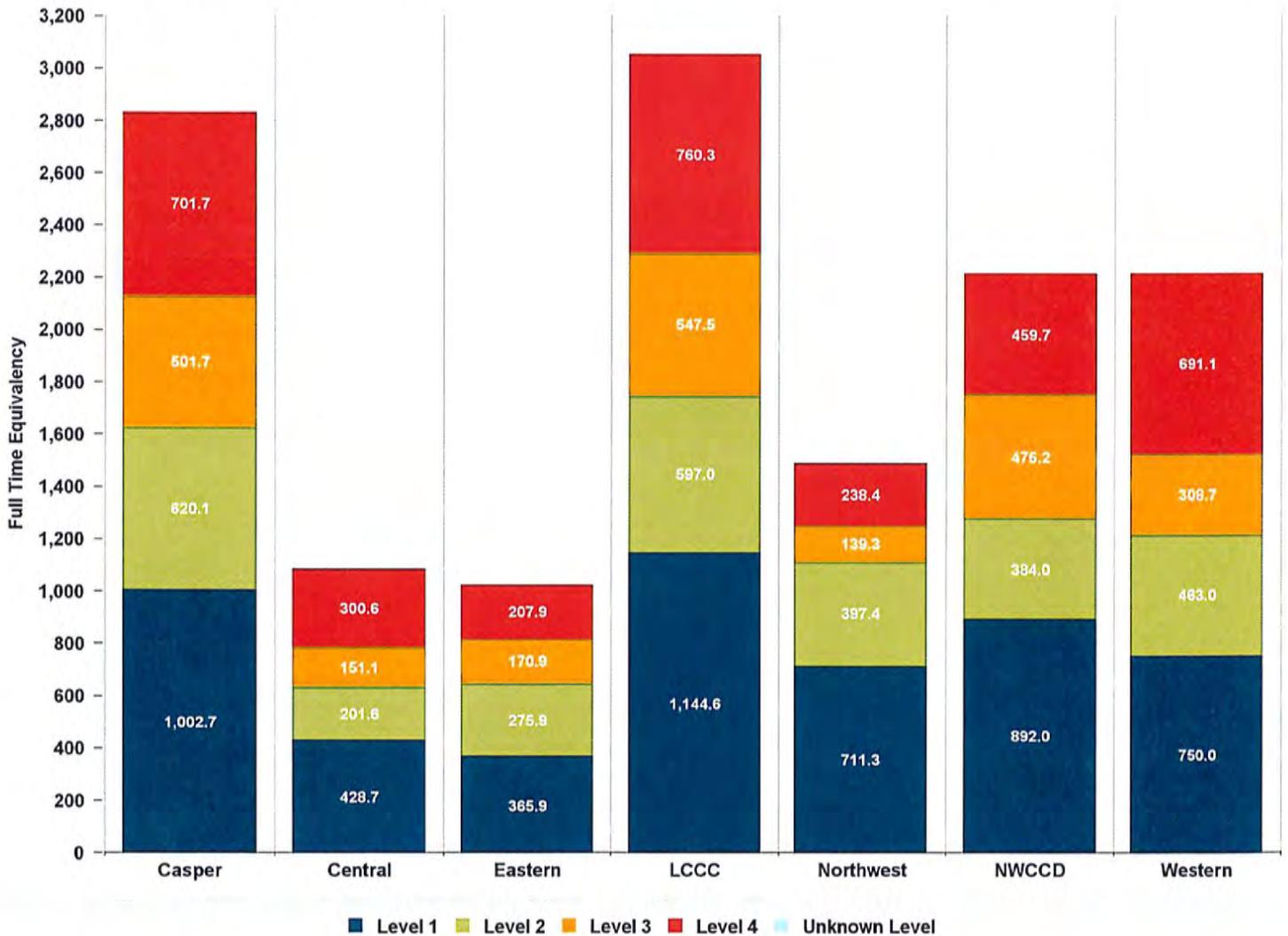
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Table 9: History of Headcount

Semester	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	TOTAL	Percent Change
SPRING 07	3,801	1,509	1,435	5,051	1,691	2,766	3,967	20,220	N/A
SPRING 08	3,945	1,779	1,466	4,948	1,727	3,422	3,676	20,963	3.7%
SPRING 09	4,076	1,964	1,597	5,322	1,931	3,521	4,086	22,497	7.3%
SPRING 10	4,173	2,250	1,603	5,609	2,120	3,691	4,462	23,908	6.3%
SPRING 11	4,380	2,268	1,731	5,600	2,170	3,453	4,437	24,039	0.5%
SPRING 12	4,120	2,084	1,863	5,512	2,228	3,722	4,355	23,884	-0.6%
SPRING 13	3,938	2,220	1,780	5,411	2,157	3,723	3,896	23,125	-3.2%
SPRING 14	3,912	2,006	1,842	4,901	1,936	4,053	3,617	22,267	-3.7%
SPRING 15	3,635	1,841	1,729	4,504	1,801	4,042	3,669	21,221	-4.7%
SPRING 16	3,567	1,861	1,570	4,430	1,809	3,927	3,555	20,719	-2.4%
SPRING 17	3,540	1,623	1,536	4,250	1,658	3,430	3,610	19,647	-5.2%
10-Yr Change	-6.9%	7.6%	7.0%	-15.9%	-2.0%	24.0%	-9.0%	-2.8%	
5-Yr Change	-14.1%	-22.1%	-17.6%	-22.9%	-25.6%	-7.8%	-17.1%	-17.7%	
1-Yr Change	-0.8%	-12.8%	-2.2%	-4.1%	-8.3%	-12.7%	1.5%	-5.2%	

Source: Wyoming Community College Commission
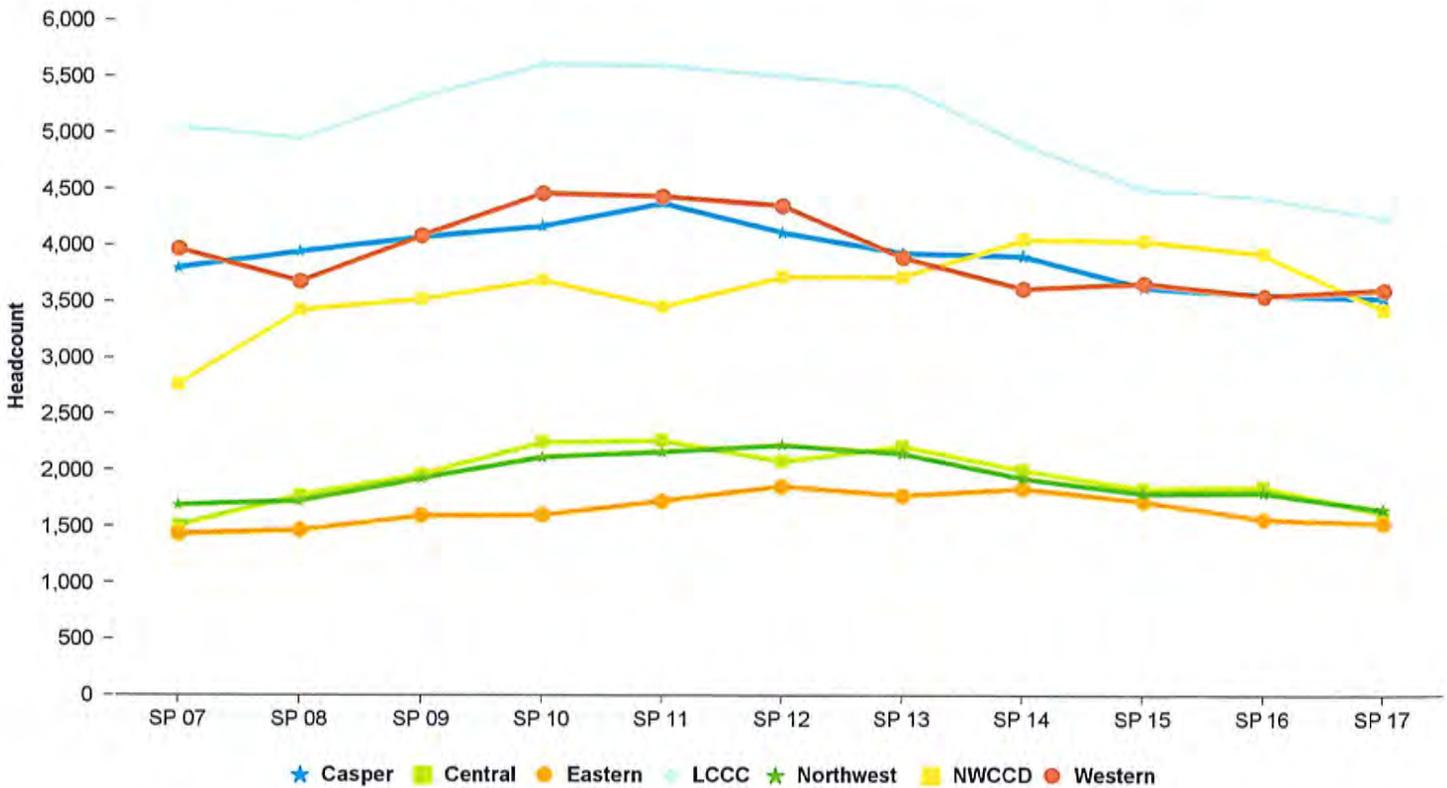
Table 10: History of FTE Enrollment

Semester	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	TOTAL	Percent Change
SPRING 07	2,934.1	1,064.3	853.5	3,491.5	1,591.6	1,649.9	1,973.1	13,558.0	N/A
SPRING 08	3,061.6	1,225.3	975.6	3,441.2	1,636.0	1,684.8	1,904.1	13,928.6	2.7%
SPRING 09	3,191.3	1,330.1	1,055.4	3,695.8	1,704.0	1,906.3	2,040.7	14,923.6	7.1%
SPRING 10	3,374.1	1,570.2	1,090.4	4,095.2	1,927.2	2,268.6	2,351.4	16,677.1	11.7%
SPRING 11	3,513.4	1,533.0	1,071.6	4,158.7	1,950.2	2,208.7	2,469.3	16,904.9	1.4%
SPRING 12	3,289.3	1,485.0	1,164.4	3,963.1	1,900.0	2,246.5	2,543.4	16,591.6	-1.9%
SPRING 13	3,131.5	1,442.3	1,145.7	3,876.4	1,808.9	2,185.7	2,390.8	15,981.3	-3.7%
SPRING 14	3,084.4	1,283.1	1,194.8	3,515.4	1,620.8	2,211.0	2,203.2	15,112.7	-5.4%
SPRING 15	2,810.9	1,149.0	1,100.9	3,216.4	1,533.2	2,104.3	2,121.6	14,036.2	-7.1%
SPRING 16	2,825.7	1,206.0	1,003.2	3,145.1	1,482.7	2,158.7	2,179.8	14,001.3	-0.2%
SPRING 17	2,827.3	1,083.8	1,021.8	3,049.5	1,487.0	2,211.0	2,212.7	13,893.1	-0.8%
10-Yr Change	-3.6%	1.8%	19.7%	-12.7%	-6.6%	34.0%	12.1%	2.5%	
5-Yr Change	-14.0%	-27.0%	-12.2%	-23.1%	-21.7%	-1.6%	-13.0%	-16.3%	
1-Yr Change	0.1%	-10.1%	1.9%	-3.0%	0.3%	2.4%	1.5%	-0.8%	

Source: Wyoming Community College Commission
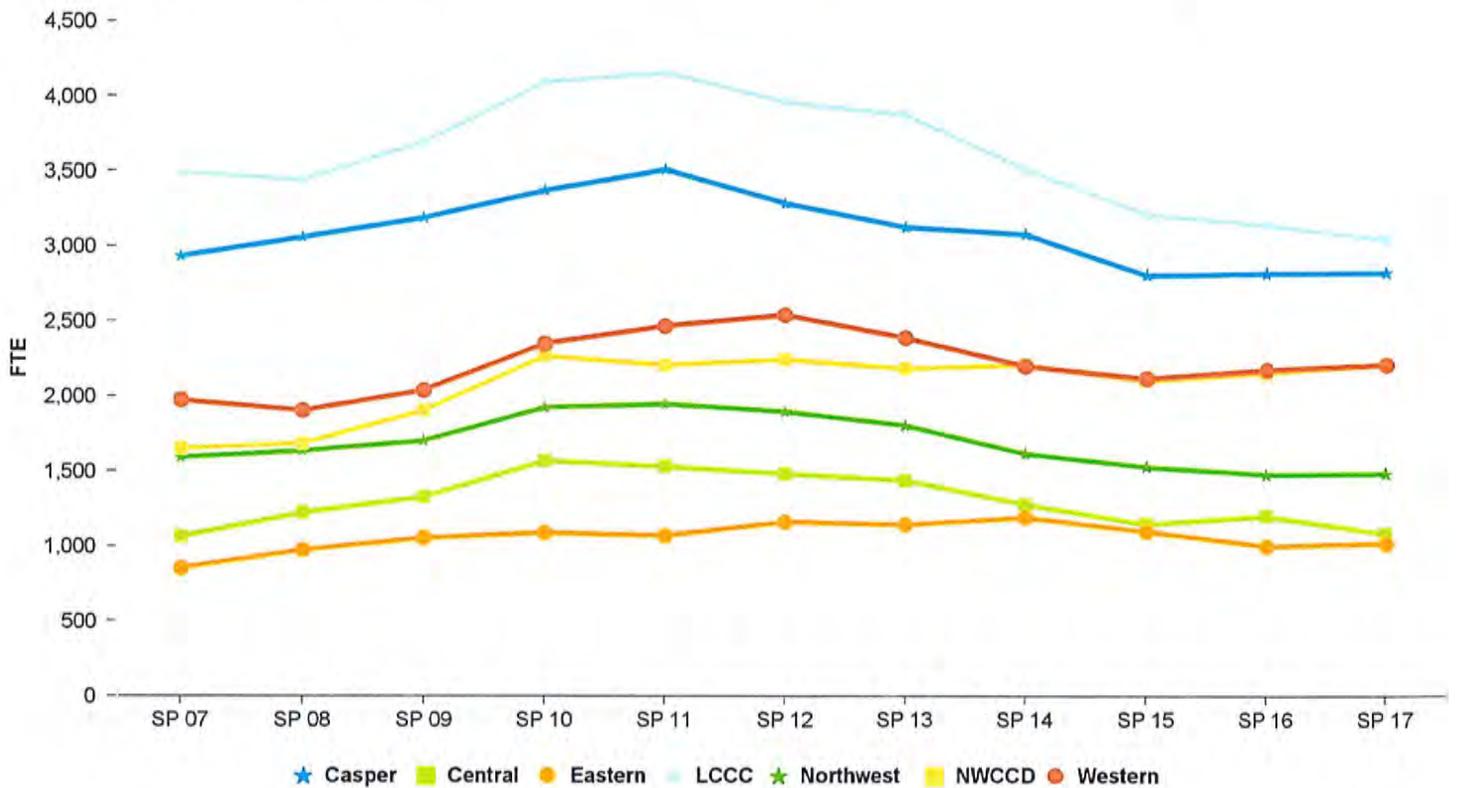
SPRING '17 ENROLLMENT REPORT

Table 11: Headcount by Race/Ethnicity

Race/Ethnicity	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Total	%
Amer. Indian/Alaska Native	14	179	16	43	7	46	21	326	1.7%
Asian	33	7	4	58	12	22	27	163	0.8%
Black or African Amer.	39	11	7	100	5	31	25	218	1.1%
Hispanic of Any Race	217	109	109	514	120	213	433	1,715	8.7%
Native Hawaii or Pac. Island	7	1	4	11	6	6	5	40	0.2%
Non-Resident Alien	24	18	24	30	70	26	73	265	1.3%
White	3,024	1,150	1,359	3,170	1,402	2,997	2,937	16,039	81.6%
Two or More Races	81	36	9	91	35	89	88	429	2.2%
Unknown	101	112	4	233	1	0	1	452	2.3%
Total	3,540	1,623	1,536	4,250	1,658	3,430	3,610	19,647	100.0%

Source: Wyoming Community College Commission

Race/Ethnicity	%
Amer. Indian/Alaska Native	1.7%
Asian	0.8%
Black or African Amer.	1.1%
Hispanic of Any Race	8.7%
Native Hawaii or Pac. Island	0.2%
Non-Resident Alien	1.3%
White	81.6%
Two or More Races	2.2%
Unknown	2.3%

% of Total Students (Systemwide)
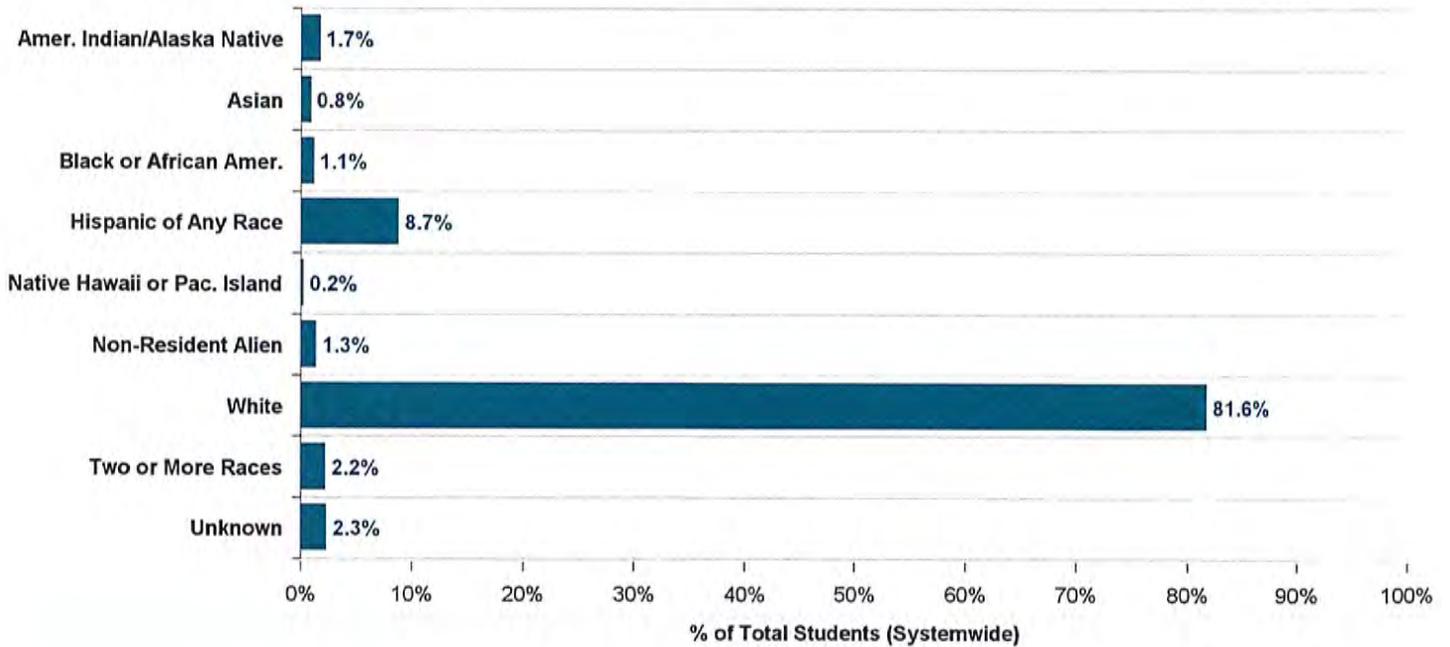
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Table 12: Scope of Non-Credit Service Headcount

College	Continuing Education			Community Service			Total Non-Credit Enrollment		
	Duplicated Headcount	Unduplicated Headcount	Percent Unduplicated	Duplicated Headcount	Unduplicated Headcount	Percent Unduplicated	Duplicated Headcount	Unduplicated Headcount	Percent Unduplicated
Casper	368	288	8.6%	1,578	655	18.1%	1,946	935	13.5%
Central	14	14	0.4%	1,098	880	24.3%	1,112	894	12.9%
Eastern	182	178	5.3%	704	518	14.3%	886	688	10.0%
LCCC	1,579	813	24.2%	845	553	15.3%	2,424	1,354	19.6%
Northwest	741	503	14.9%	314	247	6.8%	1,055	737	10.7%
NWCCD	980	937	27.8%	150	143	4.0%	1,130	1,080	15.6%
Western	732	632	18.8%	874	622	17.2%	1,606	1,223	17.7%
Total	4,596	3,365	100.0%	5,563	3,618	100.0%	10,159	6,911	100.0%

Source: Wyoming Community College Commission

Table 13: Students Auditing Courses

Credit Headcount

College	Exclusively Auditing	*Credit Students Auditing
Casper	185	118
Central	68	38
Eastern	102	46
LCCC	103	15
Northwest	48	22
NWCCD	46	5
Western	68	8
Total	**620**	**252**

FTE

College	Exclusively Auditing	*Credit Students Auditing
Casper	40.0	140.7
Central	12.9	49.8
Eastern	9.7	61.5
LCCC	22.5	16.8
Northwest	4.9	22.2
NWCCD	7.7	5.0
Western	11.8	8.2
Total	**109.5**	**304.1**

* Represents students taking audit hours within regular course schedule
Source: Wyoming Community College Commission

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Table 14: Alternative Delivery Courses

Enrollment and Credit Hours	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	System Total
Concurrent Enrollment Headcount	205	262	588	772	245	469	597	3,138
% of total students enrolled in Concurrent Enrollment credits	5.8%	16.1%	38.3%	18.2%	14.8%	13.7%	16.5%	16.0%
Concurrent Enrollment student credit hours	767.0	987.0	2,727.0	3,126.0	962.0	1,479.0	2,413.0	12,461.0
% of total student credit hours	2.3%	7.6%	22.2%	8.5%	5.4%	5.6%	9.1%	7.5%
Dual Enrollment Headcount	237	124	200	266	147	117	610	1,701
% of total students enrolled in 1+ credits as Dual Enrollment	6.7%	7.6%	13.0%	6.3%	8.9%	3.4%	16.9%	8.7%
Dual Enrollment student credit hours	1,230.0	464.5	775.0	910.0	674.0	637.0	2,627.0	7,317.5
% of total student credit hours	3.6%	3.6%	6.3%	2.5%	3.8%	2.4%	9.9%	4.4%
Remedial Headcount *	411	104	126	510	174	246	393	1,964
% of total students enrolled in 1+ remedial credits	11.6%	6.4%	8.2%	12.0%	10.5%	7.2%	10.9%	10.0%
Remedial student credit hours	1,885.0	312.0	426.0	2,022.0	712.0	1,023.0	1,542.0	7,922.0
% of total student credit hours	5.6%	2.4%	3.5%	5.5%	4.0%	3.9%	5.8%	4.8%

Categories are not mutually exclusive. The same student could be enrolled in more than one of the above categories.

* Includes sections with Course Levels of DEV, DV, DVST, and REM.

SPRING '17 ENROLLMENT REPORT

Table 15: Distance Education

Enrollment and Credit Hours	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	System Total
Distance Education Headcount *	1,640	819	465	1,741	651	1,074	1,622	8,012
% of total students enrolled in 1+ distance education credits	46.3%	50.5%	30.3%	41.0%	39.3%	31.3%	44.9%	**40.8%**
Distance Education student credit hours	8,420.0	3,607.0	2,495.0	9,124.0	2,861.0	5,517.0	8,293.0	40,317.0
% of total student credit hours	24.8%	27.7%	20.3%	24.9%	16.0%	20.8%	31.2%	**24.2%**

* Sections with Schedule Types of Internet (NET), Interactive Video (IV), HYBD (Hybrid Distance), HN (High School Concurrent Online), and Telecourse (TV).

TAB 6

WYOMING

COMMUNITY COLLEGES

**Wyoming Community College System
Academic Year 2016-2017
Annual Enrollment Report**

DRAFT

Casper College ~ Central Wyoming College ~ Eastern Wyoming College
Laramie County Community College ~ Northwest College
Northern Wyoming Community College District
Western Wyoming Community College

This report provides an annual look at the summer 2016, fall 2016 and spring 2017 term's enrollment in categories such as student enrollment status, location and demographics of the community college student population. The content and format of this report have been developed through a collaborative effort between the Wyoming Community College Commission (WCCC), the Executive Council and the Data Governance/Institutional Research Council members representing the seven community colleges.

Effective with the summer 2016 term, data were extracted from the recently implemented Centralized Station Instance (CSI) reporting system using one report rather than consolidating individual customized reports from all seven colleges. The three term and the annual enrollment reports have the foundation of:

- Student enrollment being counted the day after 12% of each course has been completed.

- "Full-time equivalency means the number of approved academic or vocational-technical credit hours for each class for which students are enrolled divided by twelve (12)". W.S. 21-18-102 (a)(xii).

- Student headcount includes students who are enrolled for a letter grade, pass/fail designation as well as those who are auditing a course.

- "Duplicated headcount" means that within a survey or polling exercise of numerous programs and/or courses, a student may be counted more than once". WCCC Rules-2015

- "Unduplicated headcount" means that within a survey or polling exercise of numerous programs and/or courses, a student shall be counted only once". WCCC Rules- 2015

- Full-time equivalency (FTE) reported in tables 1, 5, 7b, 8 and 10 in the term reports may vary slightly due to rounding in the enrollment calculations.

Prior to the 2016-2017 academic year both annual headcount and FTE counts were calculated by adding each term's category totals together and dividing by 2. CSI provides data that is truly unduplicated for each term and therefore, enables the annual report to do the same and eliminate the aforementioned calculation. This more accurate approach can't apply to previously approved and published historical headcount and FTE totals to provide comparative data for a ten-year history relayed in tables 9 and 10. These 2 tables will be added back to the annual report in the 2017-2018 academic year and will start with a 2 year historical comparative.

The data presented in this report may differ from enrollment reports posted on Wyoming college websites due to extraction date and sub-set parameter differences.

For additional information and discussion regarding this report, please refer to the Wyoming Community College Commission's meeting minutes for _____, located on the Commission's website at http://communitycolleges.wy.edu.

2016-2017 ENROLLMENT REPORT

Table 1: Credit Headcount & FTE

CREDIT HEADCOUNT					CREDIT FTE				
College	Full Time	Part Time	Total	%	College	Full Time	Part Time	Total	%
Casper	1,401	3,694	5,095	17.0%	Casper	1,824.8	1,346.1	3,170.9	20.3%
Central	485	2,203	2,688	9.0%	Central	628.2	687.1	1,315.3	8.4%
Eastern	409	1,938	2,347	7.8%	Eastern	540.6	647.5	1,188.1	7.6%
LCCC	1,348	4,751	6,099	20.3%	LCCC	1,665.2	1,657.9	3,323.0	21.3%
Northwest	822	1,497	2,319	7.7%	Northwest	1,112.2	503.5	1,615.6	10.4%
NWCCD	1,128	4,630	5,758	19.2%	NWCCD	1,426.1	1,124.5	2,550.6	16.3%
Western	937	4,771	5,708	19.0%	Western	1,258.0	1,185.7	2,443.7	15.7%
Total	6,530	23,484	30,014	100.0%	Total	8,455.1	7,152.2	15,607.3	100.0%
Percent	21.8%	78.2%	100.0%		Percent	54.2%	45.8%	100.0%	

Source: Wyoming Community College Commission
Full Time: Students enrolled in 24 credits or more in academic year 2016-2017. Part Time: Enrolled in fewer than 24 credits.
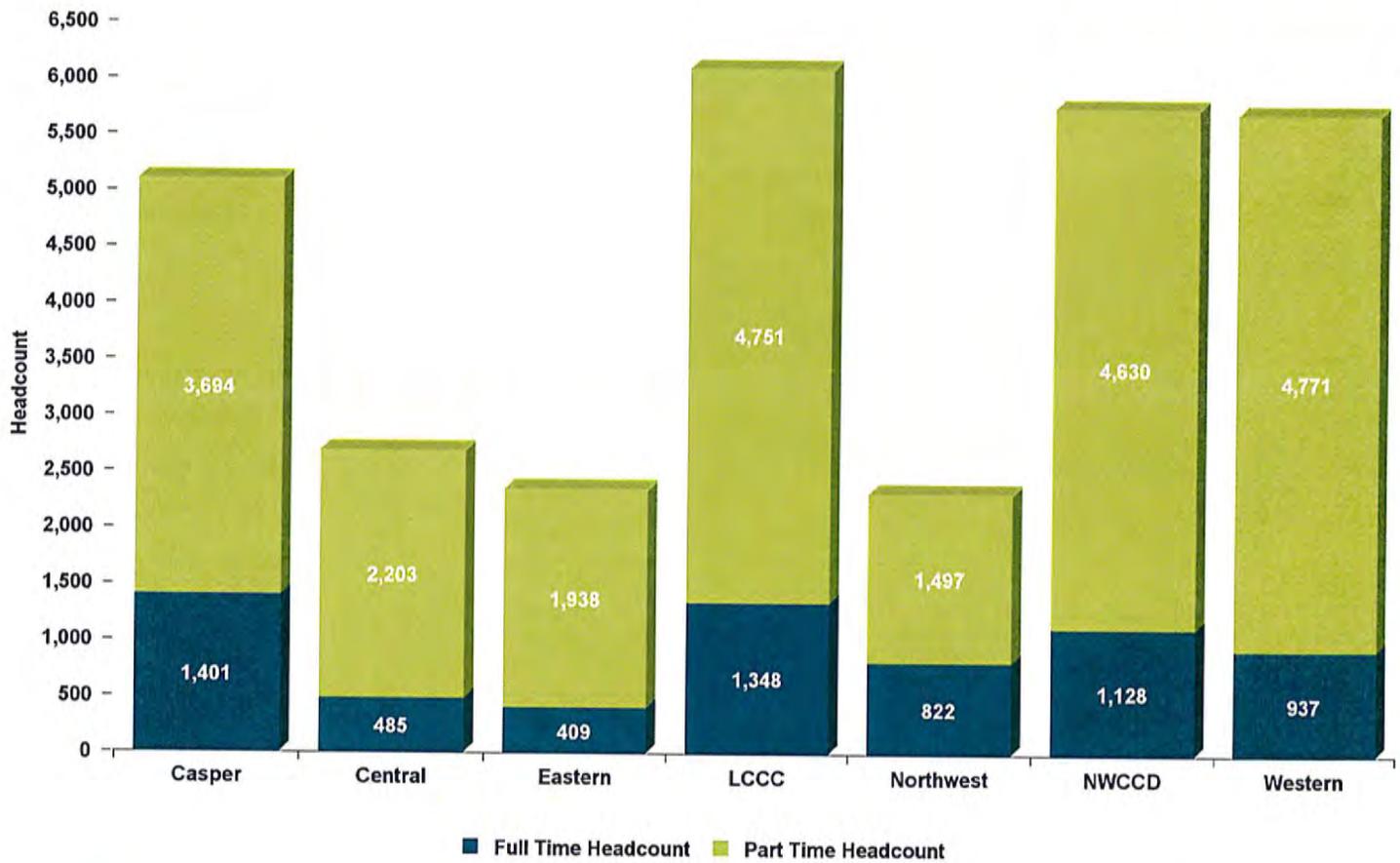
2016-2017 ENROLLMENT REPORT

Table 2: Credit Headcount by Age

College	< 18	18-19	20-21	22-24	25-29	30-34	35-39	40-49	50-64	65+	Unknown	TOTAL
Casper	886	1,037	676	553	626	364	282	308	196	163	5	5,095
Central	811	434	240	172	284	210	137	182	164	55	0	2,688
Eastern	954	397	159	128	160	119	107	122	126	74	3	2,347
LCCC	1,191	1,310	833	781	701	383	266	287	246	92	10	6,099
Northwest	515	646	289	205	174	124	84	124	112	45	1	2,319
NWCCD	1,282	961	459	408	553	513	411	505	565	99	3	5,758
Western	1,532	857	517	457	504	452	394	463	412	81	39	5,708
Total	7,171	5,642	3,173	2,704	3,002	2,165	1,681	1,991	1,821	609	61	30,014
Percent	23.9%	18.8%	10.6%	9.0%	10.0%	7.2%	5.6%	6.6%	6.1%	2.0%	0.2%	100.0%

Average Age	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Systemwide
Female	26.4	26.9	25.1	25.2	25.8	24.9	25.4	25.6
Male	26.8	25.4	24.9	24.7	23.5	31.4	28.4	27.3
Full Time	22.6	22.3	20.2	23.0	21.2	22.0	22.0	22.1
Part Time	28.1	27.1	26.1	25.5	26.9	30.2	28.0	27.6

Median Age	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Systemwide
Female	21	20	19	21	20	20	20	20
Male	21	20	18	20	19	27	23	21
Full Time	19	19	19	20	19	19	19	19
Part Time	23	21	18	21	20	26	22	22

Students with unreported birth dates are excluded. The male and female statistics exclude students with unreported gender.
Source: Wyoming Community College Commission
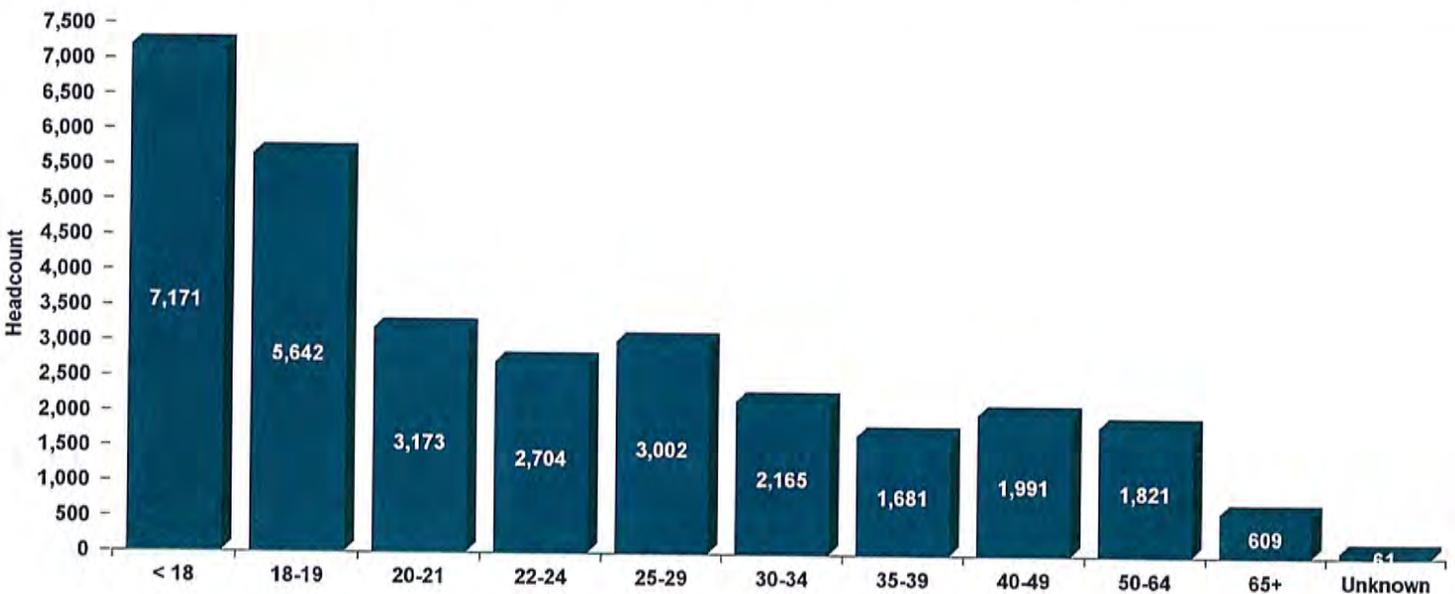
Table 3: Credit Headcount by Gender

College	2016-2017				
	Male	% Male	Female	% Female	TOTAL
Casper	2,176	42.7%	2,919	57.3%	5,095
Central	1,219	45.3%	1,462	54.4%	2,688
Eastern	1,017	43.3%	1,332	56.8%	2,347
LCCC	2,615	42.9%	3,486	57.2%	6,099
Northwest	912	39.3%	1,407	60.7%	2,319
NWCCD	3,292	57.2%	2,466	42.8%	5,758
Western	3,040	53.3%	2,669	46.8%	5,708
Total	14,271	47.5%	15,741	52.4%	30,014

These data do not reflect those not reported as male or female.
Source: Wyoming Community College Commission
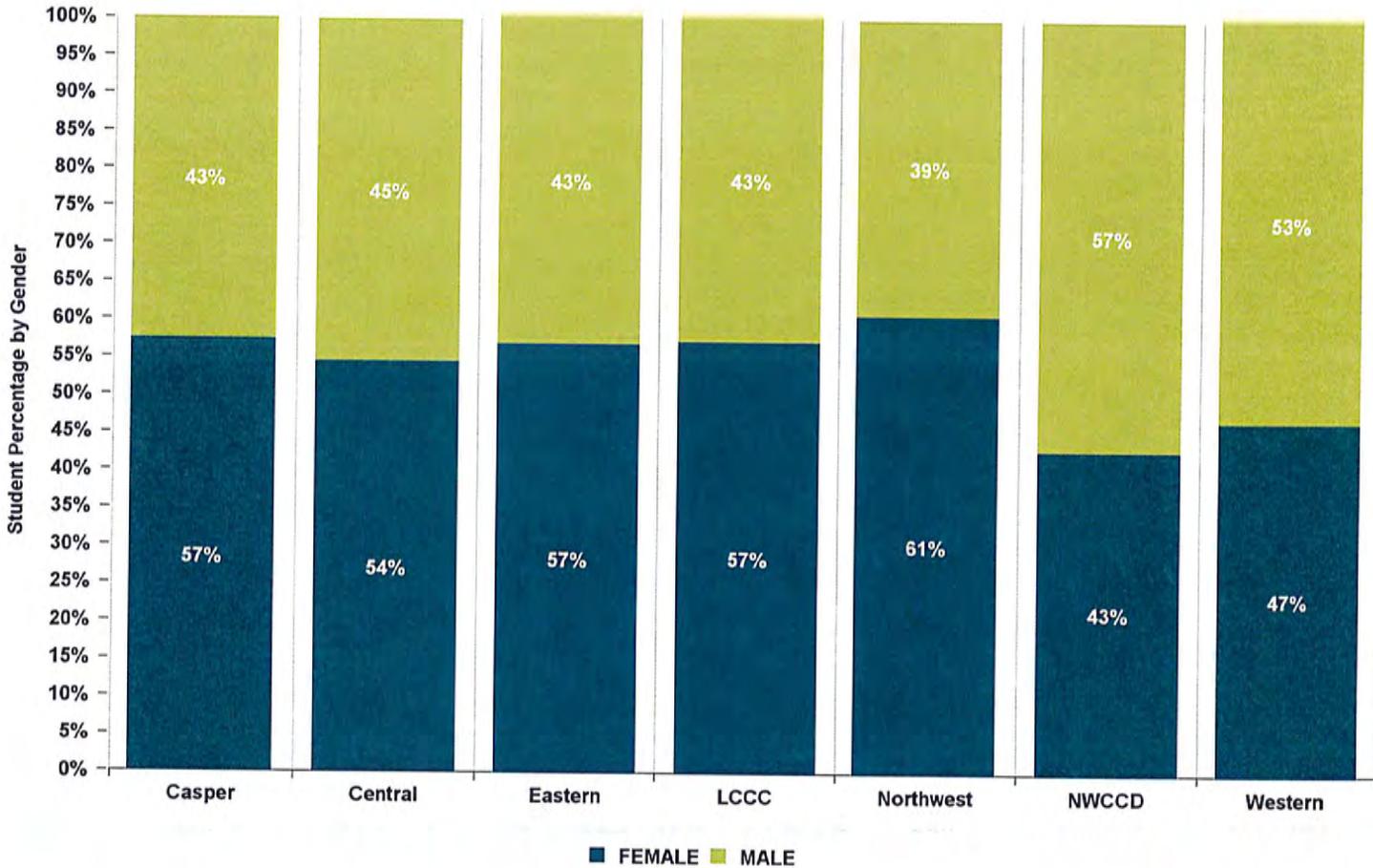
2016-2017 ENROLLMENT REPORT

Table 4: Credit Headcount by Residency

County	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Total	% of In-State	County Pop.**	Credit Students as % of Pop ****
Albany	67	18	23	1,156	19	16	24	1,323	5.0%	37,956	3.5%
Big Horn	43	4	7	18	469	31	12	584	2.2%	12,022	4.9%
Campbell	121	18	44	53	19	2,526	25	2,806	10.6%	49,220	5.7%
Carbon	52	63	10	68	11	26	360	590	2.2%	15,559	3.8%
Converse	206	13	472	27	7	38	10	773	2.9%	14,236	5.4%
Crook	23	5	165	8	13	130	3	347	1.3%	7,444	4.7%
Fremont	88	1,461	27	46	27	32	49	1,730	6.5%	40,315	4.3%
Goshen	37	7	571	34	7	17	4	677	2.6%	13,383	5.1%
Hot Springs	24	105	5	8	10	7	5	164	0.6%	4,741	3.5%
Johnson	56	4	11	6	11	385	5	478	1.8%	8,585	5.6%
Laramie	118	56	61	3,572	24	101	21	3,953	14.9%	97,121	4.1%
Lincoln	29	44	6	20	19	10	460	588	2.2%	18,722	3.1%
Natrona	3,410	48	39	67	10	66	51	3,691	13.9%	82,178	4.5%
Niobrara	16	2	113	7	0	1	0	139	0.5%	2,542	5.5%
Park	60	23	7	28	1,032	52	12	1,214	4.6%	29,228	4.2%
Platte	59	9	235	58	7	15	6	389	1.5%	8,812	4.4%
Sheridan	51	8	16	31	15	1,517	13	1,651	6.2%	30,009	5.5%
Sublette	30	16	5	23	15	13	234	336	1.3%	9,899	3.4%
Sweetwater	42	15	13	36	14	33	2,972	3,125	11.8%	44,626	7.0%
Teton	39	334	10	18	9	9	15	434	1.6%	23,125	1.9%
Uinta	22	34	6	53	24	5	827	971	3.7%	20,822	4.7%
Unknown	0	30	0	2	0	3	0	35	0.1%	n/a	n/a
Washakie	47	15	7	9	91	41	8	218	0.8%	8,328	2.6%
Weston	24	2	243	13	7	62	2	353	1.3%	7,234	4.9%
In Tax District	3,410	1,461	571	3,572	1,032	1,517	2,972	14,535			
In Service Area ***	0	439	1,228	1,156	560	2,911	1,880	8,174			
Out of Service Area	1,254	430	297	633	268	707	265	3,854			
Total In-State	4,664	2,316	2,090	5,345	1,860	5,122	5,113	26,510			
Border States *	232	125	198	494	266	432	266	2,013			
All Other States	174	248	35	254	108	192	176	1,187			
International	27	18	26	42	90	28	161	392			
Total	5,095	2,688	2,347	6,099	2,319	5,758	5,708	30,014			
% In Tax District	66.9%	54.4%	24.3%	58.6%	44.5%	26.3%	52.1%	48.4%			
% In Service Area	0.0%	16.3%	52.3%	19.0%	24.1%	50.6%	32.9%	27.2%			
% Out of Service Area	24.6%	16.0%	12.7%	10.4%	11.6%	12.3%	4.6%	12.8%			
% In-State	91.5%	86.2%	89.0%	87.6%	80.2%	89.0%	89.6%	88.3%			
% Border States *	4.6%	4.7%	8.4%	8.1%	11.5%	7.5%	4.7%	6.7%			
% All Other States	3.4%	9.2%	1.5%	4.2%	4.7%	3.3%	3.1%	4.0%			
% International	0.5%	0.7%	1.1%	0.7%	3.9%	0.5%	2.8%	1.3%			

* Border states include Colorado, Utah, Idaho, Montana, South Dakota, and Nebraska.

** US Census Bureau Estimate www.census.gov/quickfacts/table

*** Casper is the only college with one service area.

**** Total In-State Students as % of Population: 4.5%

BOLD: College Location

BLUE: College Service Area

Source: Wyoming Community College Commission

2016-2017 ENROLLMENT REPORT

Table 5: Credit FTE by Residency

WY County	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Total
Albany	27.8	3.6	16.0	501.3	8.0	7.0	4.7	568.4
Big Horn	39.8	2.3	3.9	7.7	291.6	19.9	4.7	370.0
Campbell	86.3	7.5	18.2	30.4	15.3	898.7	5.6	1,062.0
Carbon	40.5	30.0	4.3	49.0	9.4	12.1	121.3	266.5
Converse	144.3	8.0	222.2	15.5	4.8	11.8	3.8	410.2
Crook	16.2	1.1	70.4	4.5	14.0	53.5	0.6	160.2
Fremont	63.9	701.4	13.8	26.0	18.3	20.9	10.5	854.8
Goshen	26.8	2.3	255.1	24.5	5.3	14.9	0.6	329.5
Hot Springs	20.1	59.8	3.5	3.3	5.8	2.5	2.0	97.0
Johnson	26.5	1.9	6.5	2.5	7.6	182.5	1.2	228.7
Laramie	69.9	12.7	42.5	1,971.0	16.1	34.3	7.6	2,154.2
Lincoln	12.6	18.4	4.9	13.9	16.6	5.3	203.6	275.3
Natrona	1,946.0	26.7	24.3	27.8	5.1	28.6	8.3	2,066.8
Niobrara	15.6	2.5	38.7	6.0	0.0	0.1	0.0	62.8
Park	36.0	7.4	1.7	10.0	597.7	31.9	3.5	688.2
Platte	48.7	7.1	81.4	36.8	2.8	9.3	2.6	188.7
Sheridan	32.3	4.5	8.7	18.8	10.0	688.2	2.9	765.4
Sublette	27.8	15.2	1.7	12.9	10.6	12.8	85.1	166.2
Sweetwater	26.9	9.9	9.6	20.8	11.5	10.3	1,274.5	1,363.5
Teton	16.5	121.6	2.7	6.3	1.6	9.5	5.0	163.4
Uinta	15.5	14.9	4.2	16.8	15.2	4.1	351.2	421.8
Unknown	0.0	13.1	0.0	0.7	0.0	0.6	0.0	14.4
Washakie	43.4	7.9	4.9	4.5	55.9	33.3	1.3	151.2
Weston	24.4	1.0	92.4	8.8	3.2	18.5	0.2	148.4
In Tax District	1,946.0	701.4	255.1	1,971.0	597.7	688.2	1,274.5	7,434.0
In Service Area **	0.0	181.4	505.0	501.3	347.5	1,081.3	761.3	3,377.8
Out of Service Area	861.8	198.0	171.3	347.2	181.3	341.1	65.2	2,165.9
Total In-State	2,807.8	1,080.7	931.5	2,819.5	1,126.6	2,110.6	2,101.0	12,977.6
Border States *	189.28	76.02	197.96	339.69	292.46	290.21	166.46	1,552.07
All Other States	140.1	151.0	27.0	125.8	91.6	112.6	71.6	719.8
International	33.7	7.5	31.7	38.0	105.0	37.2	104.6	357.8
Total	3,170.9	1,315.3	1,188.1	3,323.0	1,615.6	2,550.6	2,443.7	15,607.3
% In Tax District	61.4%	53.3%	21.5%	59.3%	37.0%	27.0%	52.2%	47.6%
% In Service Area	0.0%	13.8%	42.5%	15.1%	21.5%	42.4%	31.2%	21.6%
% Out of Service Area	27.2%	15.1%	14.4%	10.4%	11.2%	13.4%	2.7%	13.9%
% In-State	88.5%	82.2%	78.4%	84.8%	69.7%	82.7%	86.0%	83.2%
% Border States *	6.0%	5.8%	16.7%	10.2%	18.1%	11.4%	6.8%	9.9%
% All Other States	4.4%	11.5%	2.3%	3.8%	5.7%	4.4%	2.9%	4.6%
% International	1.1%	0.6%	2.7%	1.1%	6.5%	1.5%	4.3%	2.3%

* Border states include Colorado, Utah, Idaho, Montana, South Dakota, and Nebraska.
** Casper is the only college with one service area.
Source: Wyoming Community College Commission

2016-2017 ENROLLMENT REPORT

Table 6: Headcount by Credit Hours

Credit Hours	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Total	Percent
Under 1	10	81	5	3	47	1,281	667	2,094	7.0%
1 to 3	840	665	654	1,458	441	986	1,621	6,665	22.2%
3.1 to 6	926	474	385	1,026	321	823	960	4,915	16.4%
6.1 to 9	420	326	203	568	139	413	428	2,497	8.3%
9.1 to 12	456	186	167	547	139	345	329	2,169	7.2%
12.1 to 15	439	167	224	436	176	339	327	2,108	7.0%
15.1 to 18	271	140	169	310	126	168	214	1,398	4.7%
18.1 to 21	222	105	92	227	79	176	147	1,048	3.5%
21.1 to 23.99	110	60	40	176	29	99	78	592	2.0%
Sub Total	**3,694**	**2,203**	**1,938**	**4,751**	**1,497**	**4,630**	**4,771**	**23,484**	**78.2%**
24 to 27	386	144	82	529	148	341	192	1,822	6.1%
27.1 to 30	333	115	92	321	150	294	184	1,489	5.0%
30.1 to 33	282	95	99	258	191	291	210	1,426	4.8%
33.1 to 36	184	65	75	132	162	112	180	910	3.0%
36.1 to 39	94	35	43	58	96	55	83	464	1.5%
39.1 to 42	51	9	9	33	50	20	37	209	0.7%
Over 42	71	22	9	17	25	15	51	210	0.7%
Sub Total	**1,401**	**485**	**409**	**1,348**	**822**	**1,128**	**937**	**6,530**	**21.8%**
Total	**5,095**	**2,689**	**2,348**	**6,099**	**2,319**	**5,758**	**5,708**	**30,016**	**100.0%**

Source: Wyoming Community College Commission

2016-2017 ENROLLMENT REPORT

Table 7a: Credit Headcount by Program of Study

College	Full Time			Part Time			Total		
	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate
Casper	1,085	380	64	1,224	410	2,141	2,309	790	2,205
Central	334	200	28	466	466	1,329	800	666	1,357
Eastern	215	159	61	290	180	1,477	505	339	1,538
LCCC	961	481	36	1,812	630	2,439	2,773	1,111	2,475
Northwest	624	228	51	502	142	885	1,126	370	936
NWCCD	758	444	40	947	2,145	1,597	1,705	2,589	1,637
Western	663	335	50	987	634	3,270	1,650	969	3,320
Total	4,640	2,227	330	6,228	4,607	13,138	10,868	6,834	13,468
Percent	71.1%	34.1%	5.1%	26.5%	19.6%	55.9%	36.2%	22.8%	44.9%

*Transfer Preparation programs provide students with the first two years of an education sequence designed to transition to a Bachelor's Degree program. Programs generally lead to an AA, AB, AFA or AS degree.

**Career Technical programs are designed to prepare students for entry into a specific occupational area or advancement in the workplace immediately upon completion/graduation. Programs generally lead to Certificates or an ADN or AAS degree.

NOTE: These are not unduplicated numbers, a student may declare in more than one program during the 2016-2017 academic year.

Source: Wyoming Community College Commission

College	Full Time			Part Time			Total		
	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate	Transfer Preparation*	Career & Technical Education (CTE)**	Not Seeking Degree or Certificate
Casper	1,324.2	463.8	36.9	605.1	228.3	512.6	1,929.3	692.1	549.5
Central	381.6	221.1	25.6	184.1	218.4	284.6	565.6	439.4	310.2
Eastern	276.5	203.6	60.5	137.0	69.3	441.2	413.5	272.9	501.7
LCCC	1,097.9	552.4	14.9	871.7	300.1	486.0	1,969.6	852.5	500.9
Northwest	807.9	272.4	31.9	238.3	74.0	191.1	1,046.2	346.5	223.0
NWCCD	874.6	514.1	37.4	441.3	297.3	385.9	1,315.9	811.4	423.3
Western	844.6	384.2	29.2	349.1	266.9	569.7	1,193.7	651.1	598.9
Total	5,607.3	2,611.6	236.3	2,826.7	1,454.3	2,871.1	8,434.0	4,065.8	3,107.4
Percent	66.3%	30.9%	2.8%	39.5%	20.3%	40.1%	54.0%	26.1%	19.9%

*Transfer Preparation programs provide students with the first two years of an education sequence designed to transition to a Bachelor's Degree program. Programs generally lead to an AA, AB, AFA or AS degree.

**Career Technical programs are designed to prepare students for entry into a specific occupational area or advancement in the workplace immediately upon completion/graduation. Programs generally lead to Certificates or an ADN or AAS degree.

NOTE: A student may declare in more than one program during the 2016-2017 academic year.

Source: Wyoming Community College Commission

College	Level 1 FTE	Level 2 FTE	Level 3 FTE	Level 4 FTE	Unknown Level FTE	TOTAL
Casper	1,147.3	663.0	537.2	816.0	7.3	3,170.9
Central	538.9	233.8	180.6	355.5	6.4	1,315.3
Eastern	424.8	308.1	217.0	226.1	12.1	1,188.1
LCCC	1,262.3	572.6	548.7	934.4	5.0	3,323.0
Northwest	787.1	405.6	150.7	269.8	2.5	1,615.6
NWCCD	1,078.6	447.3	516.1	502.2	6.5	2,550.6
Western	850.5	489.8	303.9	794.5	5.0	2,443.7
Total	6,089.4	3,120.1	2,454.3	3,898.6	44.8	15,607.3

Level 1 = Lecture, Level 2 = Laboratory, Level 3 = High Technology, Level 4 = Distance
Source: Wyoming Community College Commission
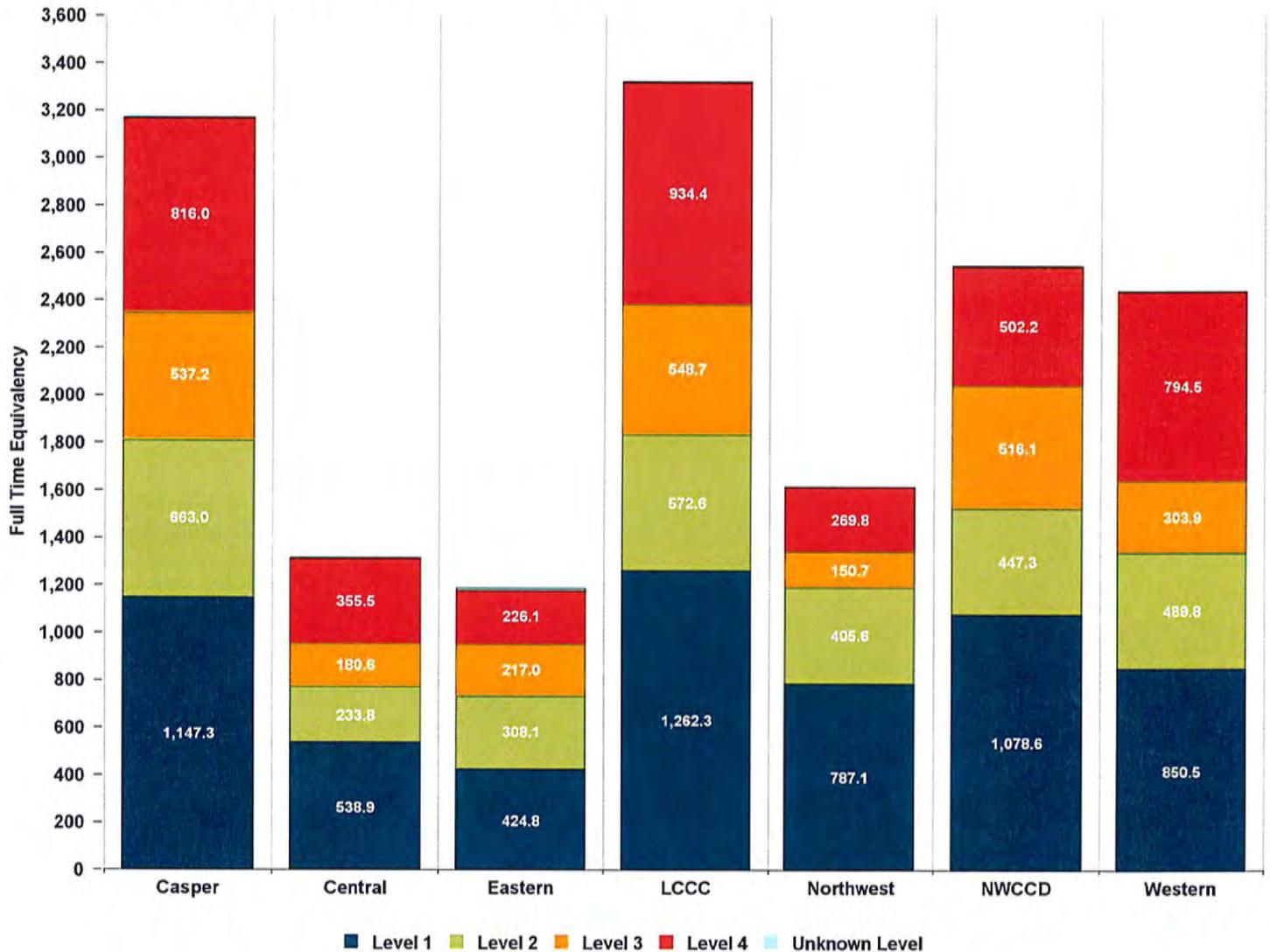
2016-2017 ENROLLMENT REPORT

Table 11: Headcount by Race/Ethnicity

Race/Ethnicity	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	Total	%
Amer. Indian/Alaska Native	34	295	26	66	13	80	30	544	1.8%
Asian	46	20	10	88	13	32	66	275	0.9%
Black or African Amer.	58	21	13	154	8	52	41	347	1.2%
Hispanic of Any Race	305	224	164	692	166	363	673	2,587	8.6%
Native Hawaii or Pac. Island	10	3	7	16	6	10	12	64	0.2%
Non-Resident Alien	27	18	26	42	90	28	161	392	1.3%
White	4,353	1,916	2,083	4,570	1,976	5,055	4,610	24,563	81.8%
Two or More Races	112	71	16	114	43	139	116	611	2.0%
Unknown	155	138	5	368	4	0	3	673	2.2%
Total	5,095	2,688	2,347	6,099	2,319	5,758	5,708	30,014	100.0%

Source: Wyoming Community College Commission

% of Total Students (Systemwide)

- Amer. Indian/Alaska Native: 1.8%
- Asian: 0.9%
- Black or African Amer.: 1.2%
- Hispanic of Any Race: 8.6%
- Native Hawaii or Pac. Island: 0.2%
- Non-Resident Alien: 1.3%
- White: 81.8%
- Two or More Races: 2.0%
- Unknown: 2.2%

Table 12: Scope of Non-Credit Service Headcount

College	Continuing Education			Community Service			Total Non-Credit Enrollment		
	Duplicated Headcount	Unduplicated Headcount	Percent Unduplicated	Duplicated Headcount	Unduplicated Headcount	Percent Unduplicated	Duplicated Headcount	Unduplicated Headcount	Percent Unduplicated
Casper	1,026	855	11.4%	4,495	1,535	19.0%	5,521	2,357	15.5%
Central	107	74	1.0%	2,301	1,637	20.3%	2,408	1,705	11.2%
Eastern	460	361	4.8%	1,704	1,208	15.0%	2,164	1,523	10.0%
LCCC	4,066	1,894	25.3%	3,368	1,695	21.0%	7,434	3,428	22.6%
Northwest	1,424	889	11.9%	525	416	5.2%	1,949	1,280	8.4%
NWCCD	1,345	1,277	17.1%	500	443	5.5%	1,845	1,712	11.3%
Western	2,553	2,134	28.5%	2,075	1,138	14.1%	4,628	3,178	20.9%
Total	10,981	7,484	100.0%	14,968	8,072	100.0%	25,949	15,183	100.0%

Source: Wyoming Community College Commission

Table 13: Students Auditing Courses

Credit Headcount

College	Exclusively Auditing	*Credit Students Auditing
Casper	262	200
Central	102	61
Eastern	134	100
LCCC	153	33
Northwest	104	41
NWCCD	73	10
Western	105	16
Total	**933**	**461**

FTE

College	Exclusively Auditing	*Credit Students Auditing
Casper	41.6	144.1
Central	10.9	39.3
Eastern	11.1	77.4
LCCC	26.0	21.1
Northwest	7.9	20.7
NWCCD	7.8	4.6
Western	11.7	7.6
Total	**116.9**	**314.9**

* Represents students taking audit hours within regular course schedule
Source: Wyoming Community College Commission

2016-2017 ENROLLMENT REPORT

Table 14: Alternative Delivery Courses

Enrollment and Credit Hours	Casper	Central	Eastern	LCCC	Northwest	NWCCD	Western	System Total
Concurrent Enrollment Headcount	526	702	881	859	309	1,172	810	**5,259**
% of total students enrolled in Concurrent Enrollment credits	10.3%	26.1%	37.5%	14.1%	13.3%	20.4%	14.2%	17.5%
Concurrent Enrollment student credit hours	2,027.0	4,495.0	7,365.0	3,684.0	1,607.0	6,970.5	4,563.0	30,711.5
% of total student credit hours	2.7%	14.2%	25.8%	4.6%	4.1%	11.4%	7.8%	8.2%
Dual Enrollment Headcount	355	151	276	376	194	178	797	**2,327**
% of total students enrolled in 1+ credits as Dual Enrollment	7.0%	5.6%	11.8%	6.2%	8.4%	3.1%	14.0%	7.8%
Dual Enrollment student credit hours	2,637.7	872.5	1,581.0	1,748.0	1,149.5	1,412.0	5,063.5	14,464.2
% of total student credit hours	3.5%	2.8%	5.5%	2.2%	3.0%	2.3%	8.6%	3.9%
Remedial Headcount **	825	239	288	1,254	392	555	773	**4,326**
% of total students enrolled in 1+ remedial credits	16.2%	8.9%	12.3%	20.6%	16.9%	9.6%	13.5%	14.4%
Remedial English Headcount ***	222	0	85	244	157	122	40	870
Remedial Math Headcount ***	756	238	246	1,039	309	508	743	3,839
Remedial student credit hours	5,082.0	929.0	1,242.0	5,950.0	2,075.0	2,757.0	3,958.0	21,993.0
% of total student credit hours	6.7%	2.9%	4.4%	7.5%	5.4%	4.5%	6.7%	5.9%

* Categories are not mutually exclusive. The same student could be enrolled in more than one of the above categories.

** Includes sections with Course Levels of DEV, DV, DVST, and REM.

*** English includes ENG courses and sections with course titles containing the terms Writing, Spelling, Grammar, and Reading. Math includes course titles w/ Math, Algebra, and Arithmetic.

TAB 7

2017 Annual Partnership Report

The 2016-2017 Annual Partnership Report, is available electronically at:

https://www.communitycolleges.wy.edu/Data/Sites/1/commissionFiles/publications/reports/partnership/partnership.report.2017.draft.pdf

TAB 8

Wyoming Colleges' Recruitment and Retention Plan
September 2017 Progress Report

Submitted by

Casper College President Darren Divine
Central Wyoming College President Brad Tyndall
Eastern Wyoming College President Lesley Travers
Laramie County Community College President Joe Schaffer
Northern Wyoming Community College District President Paul Young
Northwest College President Stefani Hicswa
University of Wyoming President Laurie Nichols
Western Wyoming Community College President Karla Leach
Wyoming Community College Commission Executive Director Jim Rose

Legislative Request

20017 SF0001 The University of Wyoming, the community college Commission and each community college shall collaborate and develop a unified plan to provide a coordinated approach to the recruitment and retention of and incentives for students graduating from Wyoming secondary schools and from schools in states contiguous to Wyoming. The university, on behalf of the university, community colleges and Commission, shall report their progress on the plan to the joint education interim committee and the joint appropriations committee not later than September 30, 2017, and incorporate a final plan for the legislature not later than December 1, 2017, within their respective 2019-2020 biennial budget requests.

Response Development Process

On June 20, 2017, the presidents of each Wyoming college, their chief enrollment officers, and the Wyoming Community College Commission met together in Casper, Wyoming to discuss possibilities for partnership in recruitment and retention of Wyoming and neighbor-state students. Key themes for collaboration were identified and form the basis for the response.

On July 20, 2017, the presidents of each Wyoming college or their delegates, selected board members, the Wyoming Community College Commission, and the Wyoming Department of Education met with representatives from the Lumina Foundation in Rock Springs, Wyoming regarding the current state and future needs of the Wyoming workforce as it relates to levels of post-secondary educational attainment. Wyoming has the opportunity to consider setting a state-wide goal of citizens with certificates, associate's degrees, and bachelor's degrees as a

framework to meet the needs of an educated citizenry associated with economic development, such as that articulated through the governor's ENDOW initiative.

On October 11, 2017, the presidents of each Wyoming college and the Wyoming Community College Commission will meet again in Casper, Wyoming to review and finalize the *Wyoming Colleges' Recruitment and Retention Plan*, determine opportunities for further development, and articulate a timeline for deliverables in the coming three years.

Key Themes

The *Wyoming Colleges' Recruitment and Retention Plan* will outline tactics, to be completed throughout the coming three years, which focus on the following themes:

(1) creating a **college-going culture**,
(2) **removing barriers** to college participation,
(3) **building a pipeline** for Wyoming's colleges,
(4) **developing paths to re-entry into college** for Wyoming high school graduates entering higher education **from the workforce**, and
(5) building **pathways to completion**.

TAB 9

SUMMARY OF RULES CHANGES

Commissioners will need to take action on three items related to rules at the October 13, 2017 commission meeting.

1. **Approve a second set of emergency rules** for chapters 1 and 5. The emergency rules for these chapters will expire on November 10 but the process for regular rules will not be complete until late December. Due to the length of the final phase of the regular rules process, the second set of emergency rules is needed. The wording will be the same as the first set of emergency rules.
2. **Approve or deny changes related to comments** submitted during the public comment period. A summary of the comments is included in this tab as well as responses recommended by commission staff.
3. **Approve final regular rules as adjusted for comments** for all chapters 1 through 8. No other changes have been made to the wording in these chapters. Since two of the three comments relate to chapter 3, that chapter has been reprinted for this packet with recommended changes highlighted in yellow.

Below is a brief reminder of changes included in each chapter.

Chapter 1 - Proposed changes in this chapter include the addition, removal or clarification of definitions as well as minor language corrections.

Chapter 2– Proposed changes in this chapter include updates to statute references, the option to provide information electronically, clarification on terminology, and the addition of rules related to electronic and non-electronic public records.

Chapter 3– Proposed changes include listing residency requirements and added language for Veterans.

Chapter 4– Proposed changes are for minor corrections.

Chapter 5 - Proposed changes include minor corrections as well as inclusion of the third performance metric in funding allocation, removal of rules attributed to enrollment growth funding due to the recalibration process now allowed by 2016 HEA 29, and updates to HSEC scores for all approved assessment instruments.

Chapter 6 - Proposed changes in this chapter are for minor corrections and a revision to the program approval process.

Chapter 7– Proposed changes in this chapter are for minor corrections.

Chapter 8 - Proposed changes in this chapter are for minor corrections.

COMMENT SUMMARY DOCUMENT

Comments on WY Community College Commission Rules – Public Comment Period

COMMENT 1: Chapter 1, Section 3 Definitions

Comment from LSO: Consider including the applicable statutory citation for "distance education class" within the definition of "level four class".

WCCC Response: We agree that the rules should reflect the statutory reference. The inclusion of this language does not alter the meaning or intent of the rule. The definition will be as follows:

(oo) "Level four class" means the same as the ~~statutory~~ definition of "distance education class" <u>found in W.S. 21-18-102(xvii)</u>. Level one, two and three classes are reassigned to level four by recognition of specific instructional modalities identified by schedule types in the administrative computing system.

COMMENT 2: Chapter 3, Section 3 Advocating Community College Education

Comment from the Student Services Council (SSC): Consider changing item (b) (ii) to remove "three copies of".

WCCC Response: We agree with this suggestion made by the SSC as a result of their review of changes to this chapter. Item (b) in this section allows for course catalogs to be provided electronically. The rule will read as follows:

(b)(ii) ~~Three copies of~~ <u>A</u> current community college catalog~~s~~,

COMMENT 3: Chapter 3, Section 5 Establishing Tuition Rates

Comment from the SSC: Consider changing item (b) to remove "whenever a student has not been in attendance for more than one (1) semester" and replace it with "or upon student petition for tuition reclassification".

WCCC Response: We agree with this suggestion made by the SSC as a result of their review of changes to this chapter. We rely on the recommendations of the SSC in matters regarding residency as their staff are handling residency issues on a daily basis. The rule will read as follows:

(b) Residence classification shall be determined for each student at the time the application for admission is accepted, ~~and whenever a student has not been in attendance for more than one (1) semester~~ <u>or upon student petition for tuition reclassification</u>. Residency is defined in W.S. 22-1-102(a)(xxx) and further clarified below:

CHAPTER 3

GENERAL FUNCTIONS

Section 1. Authority.

Wyoming Statute 21-18-202(a) and 21-18-202(h)**.**

Section 2. Purpose.

This chapter defines the Commission's general functions.

Section 3. Advocating Community College Education.

(a) The Commission shall be the primary voice for matters relating to community college education affecting two or more of the community colleges.

(b) The community colleges shall provide to the Commission in either hard copy or electronically:

(i) ~~a~~All data referenced in Chapter 7 of *Commission Rules*,

(ii) ~~three copies of~~ A current community college catalog~~s~~,

(iii) ~~m~~Minutes of all college trustees meetings to be delivered in a timely manner, or posted to the college website in a timely manner.

(iv) ~~n~~Names of new trustees to be delivered in a timely manner,

(v) ~~o~~Other materials necessary to support advocating community college education activities.

(c) The Commission shall encourage community colleges and school districts to utilize the procedures provided by W.S. 21-20-101 through 21-20-111.

Section 4. Establishing Tuition Rates.

(a) The Commission shall establish tuition rates for the community colleges**.**

(b) The Commission shall establish a long-range tuition policy (four to six years) and renew or alter it as needed.

(c) The Commission may review tuition rates at any time and may address tuition rate changes on a short-term or emergency basis. At a minimum, tuition rates will be reviewed ~~by each December~~once every two years.

(d) The tuition rates may include recognition of differential program delivery costs.

(e) In the event a commission-approved tuition rate results in an amount other than even dollars, the colleges will round down to the nearest whole dollar amount. This provision applies to in-state, out-of-state, and WUE enrollees.

Section 5. Establishing Residency Requirements.

(a) This residency policy shall be published in course catalogs of the community colleges.

(b) ~~Residency is defined in W.S. 22-1-102(a)(xxx) and further clarified in University of Wyoming Regulations 8-1, found at:~~
~~http://www.communitycolleges.wy.edu/Data/Sites/1/commissionFiles/Commission/rules/uw-reg-8-1.pdf~~

~~(i) Community colleges may require applicants to provide information to document residency status in accordance with University of Wyoming Regulations 8-1.~~

~~(ii)~~ Residence classification shall be determined for each student at the time the application for admission is accepted <mark>or upon student petition for tuition reclassification. ~~, and whenever a student has not been in attendance for more than one (1) semester~~</mark>. Residency is defined in W.S. 22-1-102(a)(xxx) and further clarified below:

(i~~ii~~) A registered student who is correctly classified as a resident by any Wyoming community college or by the University of Wyoming shall be classified a resident at all Wyoming community colleges.

(ii~~v~~) A legal dependent under the age of 24 of a Wyoming community college graduate may be classified as a Wyoming resident for tuition purposes at any Wyoming community college.

(iii) An individual who is a spouse or financial dependent of an individual who lives in the State of Wyoming and is considered to be a Wyoming resident pursuant to section 5 rules.

(iv) Graduates of a Wyoming high school or a recipient of a high school equivalency certificate who also qualifies for a Hathaway Scholarship.

(v) Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.

(vi) Wyoming residents temporarily absent from the State due to military service, attendance at an education institution, or other type of documented temporary sojourn.

(vii) Individuals with a permanent home in Wyoming. To determine if a permanent Wyoming home has been established, individuals must show evidence of living in Wyoming

continuously for a minimum of six months. A variety of factors are considered, with no one factor determining residence status, including:

(A) Evidence that any former out-of-state home has been abandoned,

(B) Full-time employment in Wyoming ~~for one continuous year~~ for a minimum of six months prior to residency determination,

(C) Ownership of home or property in Wyoming,

(D) Six months ~~One year~~ of continual presence in Wyoming prior to residency determination,

(E) Former Wyoming residency and maintaining state ties,

(F) Reliance on Wyoming resources for full financial support,

(G) Wyoming vehicle registration dated a minimum of six months prior to residency determination,

(H) Wyoming address on most recent federal income tax return,

(I) A valid Wyoming driver's license issued a minimum of six months prior to residency determination, and

(J) Wyoming voter registration dated a minimum of six months prior to residency determination.

(viii) A veteran or eligible individual, as described in 38 U.S. C. 3679 (c)(2), shall qualify as a resident for purposes of tuition if the applicant provides:

(A) A certificate or other evidence of the veteran's qualifying service in the uniformed services of the United States:

(B) Documented evidence at the time of enrollment that:

(I) The veteran intends to live in Wyoming during the term of enrollment;

(II) The veteran is enrolling in a Wyoming community college within three years of discharge or release from a period of active duty service of 90 days or more;

(III) If the applicant is a spouse or a child of the veteran, the applicant is a transferee pursuant to 38 U.S. C. 3311(b)(9) or 3319 of the veteran's eligibility for education benefits.

(C) 38 U.S. C. 3679, 3311, and 3319 are incorporated by reference into these rules.

(I) Incorporation of the full text of the Code in this chapter would be cumbersome and inefficient given the length and nature of the Code.

(II) This incorporation does not include any later amendments to or editions of the Code.

(III) Copies of the Code are available at the Commission main office at 2300 Capitol Ave., Hathaway Building Fifth Floor Suite B, Cheyenne, WY 82002.

(IV) Copies of the Code are also available at the following website: www.communitycolleges.wy.edu/Data/Sites/1/commissionFiles/Commission/rules/US-code-veterans.pdf.

(ix) The following students are considered non-residents:

(A) Individuals who do not qualify under section (b)(i through viii above); and

(B) Individuals who are not U.S. citizens or permanent residents except as provided by section (b)(iv) above.

Section 6. Maintaining Administrative Computing System Contracts and Common Carrier Electronic System Access.

(a) The Commission shall be responsible for system wide contracts, including related training and support, that allows for the necessary infrastructure to run an ACS at the community colleges.

(b) Final decision authority in operating the ACS shall be made by the Commission upon approval by the Executive Council with the guidance and recommendation of the Chief Information Officers Council.

(c) The Commission shall be responsible for administering agreements or contracts to provide the necessary internet connectivity to the community colleges for the ACS.

Section 7. Coordinating Development and Maintenance of the Community College Commission Statewide Strategic Plan.

In accordance with W.S. 21-18-202(h), the Commission and the community colleges shall follow the processes described in the *WCCC Policy on Consultation* with regard to communication and consultative activities associated with developing and periodically updating the strategic plan.

TAB 10

September 15, 2017

Wyoming Community College Commission
c/o Dr. Jim Rose, Executive Director
2300 Capitol Avenue, 5th Floor, Suite B
Cheyenne, WY 82002

RE: Request for Increased Spending Authority for LCCC's New Residence Hall.

Dear Commissioners and Dr. Rose:

On behalf of the Board of Trustees of Laramie County Community College (LCCC), it is my pleasure to submit to you the following request for increased spending authority for LCCC's planned addition of a new Residence Hall on the Cheyenne Campus. This project was approved during your June 26, 2015, meeting at a cost of $13 million. This request was based on the Level I plan submitted to the Commission by LCCC. This month the LCCC Board of Trustees will consider a Level II plan for the new Residence Hall, and they will likely approve this during their October 18, 2017, meeting.

Under Wyoming Statute 21-18-202 (d) (v) (C), if the estimated construction costs and/or square footage have increased to beyond 10% of an approved/authorized project and amount, it requires additional approval by the WCCC. The Residence Hall is now anticipated to cost $28 million in its entirety.

The change in cost is driven by the change in the scope of the building, compounded by escalating construction costs. Originally, we had planned a 200-bed facility. The current plan calls for 350 beds and changes to some of the ancillary space that would support on-campus living and learning. On August 16, 2017, the Board of Trustees called for a special election to be held November 7, 2017. The purpose of this election is to seek public support for the new Residence Hall, as well as two other projects. These funds, should the election prove positive, would be combined with student room and board revenues to pay for the construction of this facility.

It is my understanding that the two primary areas of concern and consideration for changes to projects already authorized at lesser sizes and costs are:

1) if the project will cost significantly more placing potential fiscal burden on the State, and
2) if the project would increase the square footage that would be calculated into the major maintenance funding requirements of the State.

Please note, the changes to this project will not have any impact on either. The Residence Hall is not relying on any State funding, and the building, as an auxiliary, would not be eligible for State-funded major maintenance.

In closing, this project is an important part of strategic plan and goals for student recruitment and retention. Therefore, I would encourage the Commission's consideration and approval of this project.

Sincerely,

Joe Schaffer, Ed.D.
President

c: LCCC Board of Trustees
Rick Johnson, LCCC Administration and Finance Vice President
Bill Zink, LCCC Physical Plant Director
Larry Buchholtz, WCCC Fiscal Operations Team Manager
Mel Muldrow, Administrator, Construction Management Division
Dave Webb, Construction Manager, Construction Management Division

EAST COLLEGE DRIVE

PROPOSED
RESIDENCE HALL

ENTRANCE

01	SITE PLAN _ **COURTYARD CONCEPT**
	LARAMIE COUNTY COMMUNITY COLLEGE
	CHEYENNE, WYOMING

0   40   80   120
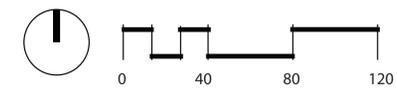
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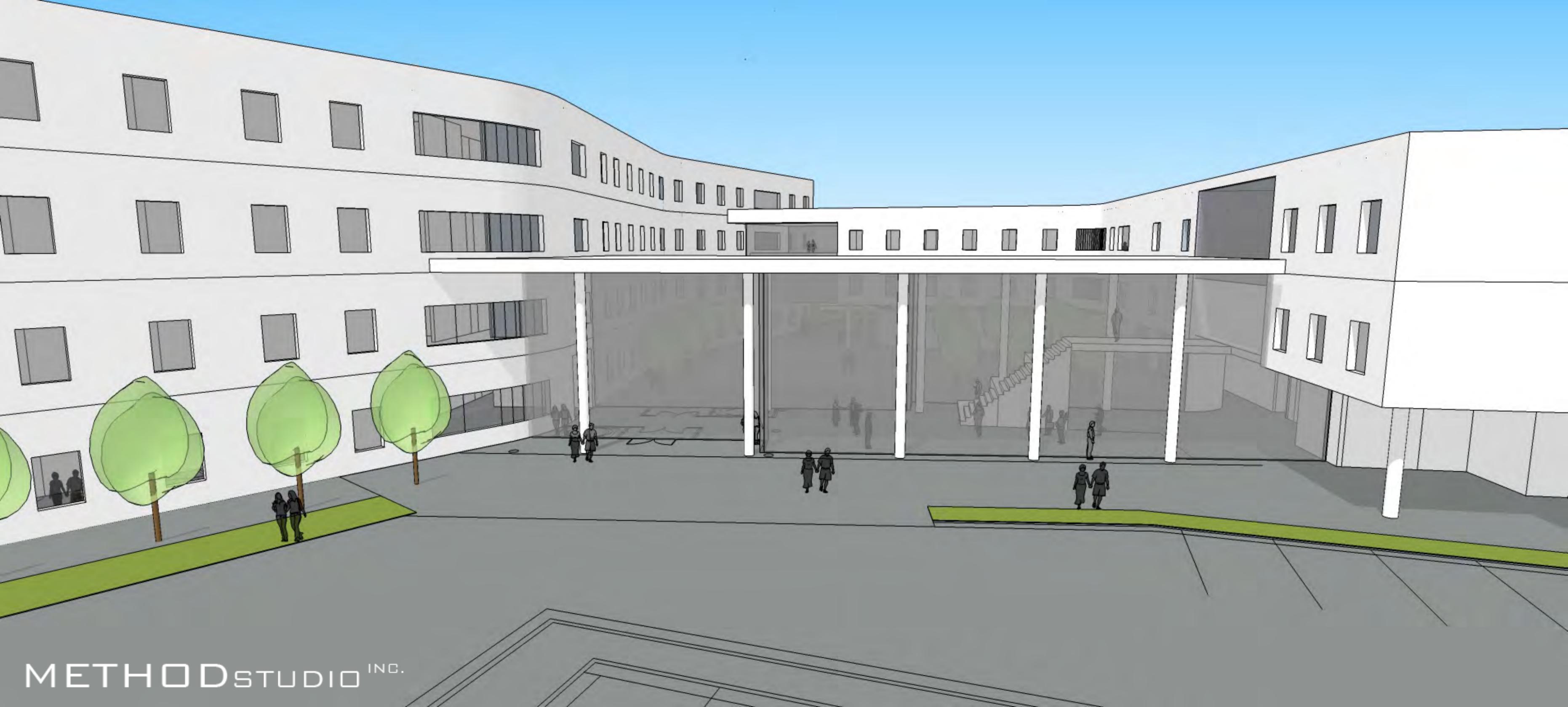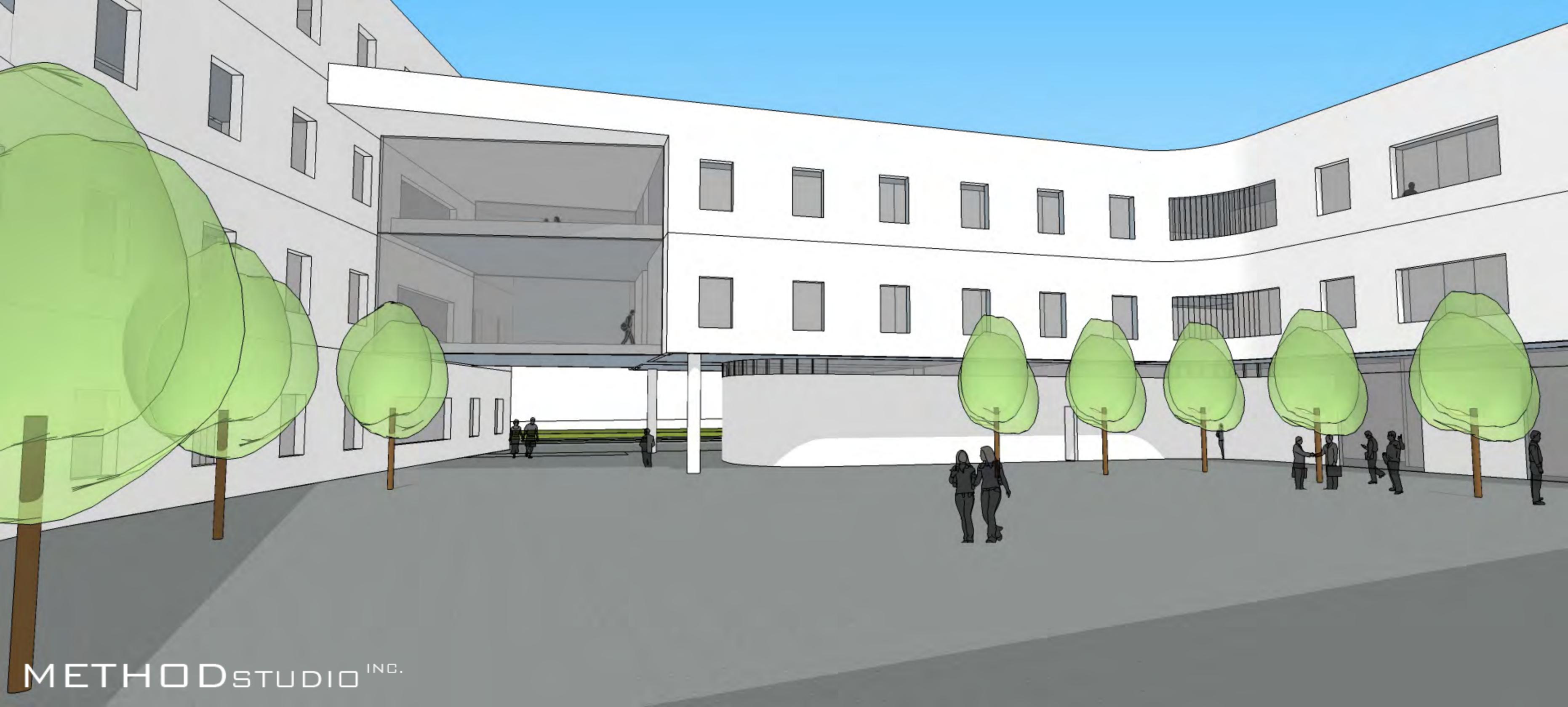
TAB 11

**LARAMIE COUNTY
COMMUNITY COLLEGE**
Cheyenne | Laramie | Online

OFFICE OF THE PRESIDENT
Dr. Joe Schaffer

September 15, 2017

Wyoming Community College Commission
c/o Dr. Jim Rose, Executive Director
2300 Capitol Avenue, 5th Floor, Suite B
Cheyenne, WY 82002

RE: Request for Increased Spending Authority for LCCC's RAC Renovation

Dear Commissioners and Dr. Rose:

On behalf of the Board of Trustees of Laramie County Community College (LCCC), it is my pleasure to submit to you the following request for increased spending authority for LCCC's planned renovation of the College's Recreation and Athletics Complex (RAC). This project was approved during your June 1, 2016, meeting at a cost of $7.9 million. This request was based on the Level I plan submitted to the Commission by LCCC. This month the LCCC Board of Trustees will consider a Level II plan for the RAC remodel, and they will likely approve this at their October 18, 2017, meeting.

Under Wyoming Statute 21-18-202 (d) (v) (C), if the estimated construction costs have increased to beyond a 10% cost of an approved/authorized project and amount, it requires additional approval by the WCCC. The RAC renovation is now anticipated to cost $14.2 million in its entirety. This increase is in cost only, and no significant change in the square footage of the building is planned.

The change in cost is driven by the change in the scope of the renovation. Originally, we had planned to do a smaller renovation funded primarily though private gifts to the College and supplemented by a small portion of student fee revenue. On August 16, 2017, the Board of Trustees called for a special election to be held November 7, 2017. The purpose of this election is to seek public support for the RAC, as well as two other projects. The anticipated increase in funding, should the election be successful, is the primary driver in the increased scope of the renovation.

It is my understanding that the two primary areas of concern and consideration for changes to projects already authorized at lesser sizes and costs are:

1) if the project will cost significantly more placing potential fiscal burden on the State, and
2) if the project would increase the square footage that would be calculated into the major maintenance funding requirements of the State.

Please note, the change to this project will not have any impact on either as it is not relying on any State funds, and the changes to square footage that would be eligible for major maintenance are minimal, if at all.

In closing, this project is an important part of our facilities maintenance and improvement strategy. Therefore, I would encourage the Commission's consideration and approval of this project.

Sincerely,

Joe Schaffer, Ed.D.
President

c: LCCC Board of Trustees
   Rick Johnson, LCCC Administration and Finance Vice President
   Bill Zink, LCCC Physical Plant Director
   Larry Buchholtz, WCCC Fiscal Operations Team Manager
   Mel Muldrow, Administrator, Construction Management Division
   Dave Webb, Construction Manager, Construction Management Division

SITE PLAN
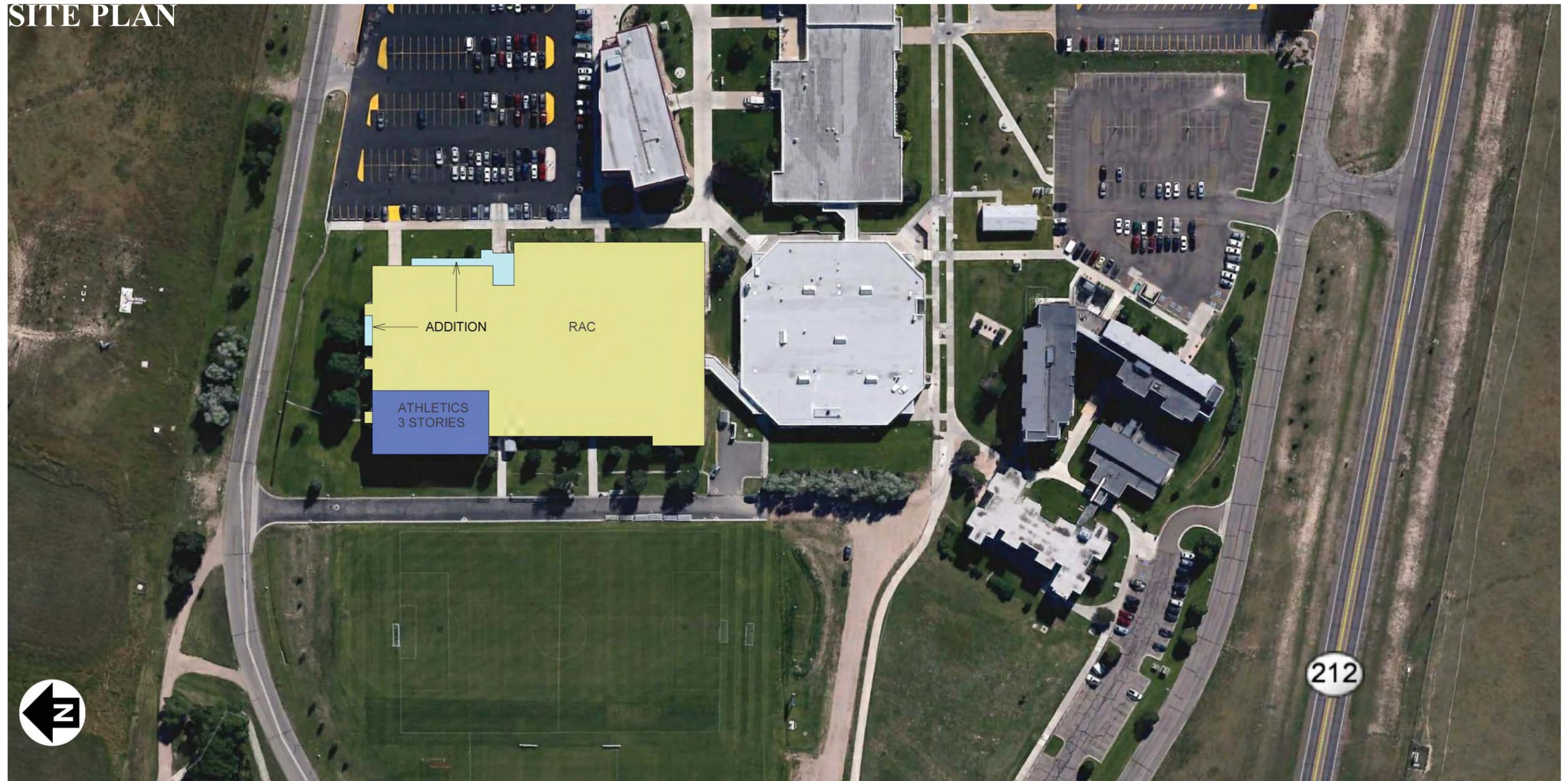
ADDITION

RAC

ATHLETICS
3 STORIES

212

N

Laramie County Community College
Recreation and Athletics Complex Renovation

LARAMIE COUNTY
COMMUNITY COLLEGE

TOBIN
AND ASSOCIATES
ARCHITECTURE
AND PLANNING

Main Level Floor Plan
68,156 sq ft total
55,295 sq ft renovation

ROOF ABOVE

RECEPTION/OFFICE
334 SF

CLASSROOM
857 SF

OUTDOOR PROGRAM
1199 SF

STORAGE
710 SF

WELLNESS
656 SF

TICKETING
243 SF

CARDIO

MECH.
670 SF

EXISTING GYMNASIUM
TO REMAIN

FUNCTIONAL MOVEMENT

LOUNGE
650 SF

WEIGHT TRAINING

CLIMBING

RECEPTION
379 SF

FITNESS ADMIN
150 SF

OFFICE
148 SF

OFFICE
160 SF

STORAGE

1973 TOTAL SEATS IN BLEACHERS

LARAMIE COUNTY

GOLDEN EAGLES

MULTI PURPOSE
GYMNASIUM
15473 SF

RAMP

TO
SCIENCE
CENTER

CAFE
530 SF

SERVING

PREP

WOMEN'S LOCKER
ROOM
640 SF

UNISEX
84 SF

UNISEX
80 SF

MASSAGE
200 SF

FITNESS

STORAGE
689 SF

SMALL GROUP EX &
CYCLING STUDIO
762 SF

STOR.
262 SF

STOR.
134 SF

EXISTING RACQUETBALL COURT
TO REMAIN

TUNNEL W/ BLEACHERS ABOVE

TRAINING
621 SF

BASKETBALL
903 SF

BASKETBALL
907 SF

OFFICIALS
74 SF

WOMEN'S
321 SF

WOMEN'S LOCKERS
1085 SF

MEN'S LOCKERS
647 SF

MEN'S LOCKERS
1053 SF

MECHANICAL
916 SF

DANCE AND LARGE
GROUP EX.
1518 SF

EXISTING RACQUETBALL COURT
TO REMAIN

MEN'S
241 SF

EXISTING RACQUETBALL COURT
TO REMAIN

SOCCER
1050 SF

SOCCER
1123 SF

LARAMIE COUNTY
COMMUNITY COLLEGE

Laramie County Community College
Recreation and Athletics Complex Renovation

TOBIN
AND ASSOCIATES
ARCHITECTURE
AND PLANNING

Second Level Floor Plan
7,220 sq ft
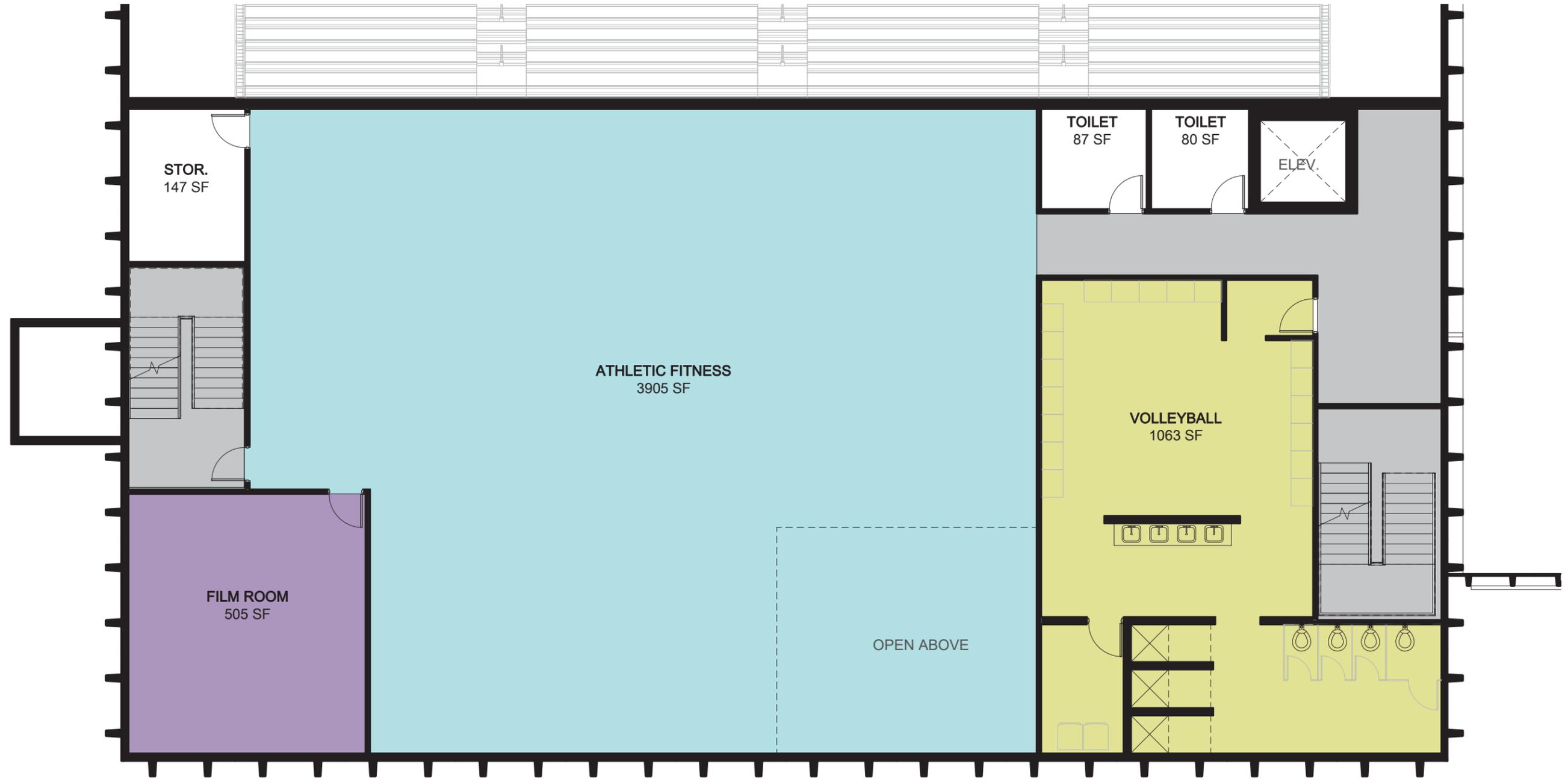
STOR.
147 SF

TOILET
87 SF

TOILET
80 SF

ELEV.

ATHLETIC FITNESS
3905 SF

VOLLEYBALL
1063 SF

FILM ROOM
505 SF

OPEN ABOVE

Laramie County Community College
Recreation and Athletics Complex Renovation

LARAMIE COUNTY
COMMUNITY COLLEGE

TOBIN
AND ASSOCIATES
ARCHITECTURE
AND PLANNING

Third Level Floor Plan
6,725 sq ft

WOMENS RR
138 SF

MENS RR
139 SF

STOR.

KITCHENNETE

CHAMPIONS CLUB
LOUNGE
883 SF

CONFERENCE
209 SF

ELEV.

OFFICE
141 SF

OFFICE
141 SF

RECEPTION

ATHLETIC ACHIEVMENT
CENTER
2940 SF

ASST. COACH

OFFICE
128 SF

OFFICE
141 SF

OFFICE
141 SF

OFFICE
141 SF

OFFICE
141 SF

OPEN TO BELOW

AD ASST.
176 SF

ATHLETIC DIRECTOR
261 SF

Laramie County Community College
Recreation and Athletics Complex Renovation

LARAMIE COUNTY
COMMUNITY COLLEGE

TOBIN
AND ASSOCIATES
ARCHITECTURE
AND PLANNING

RECREATION AND ATHLETICS COMPLEX

SUCCESS ISN'T GIVEN, IT'S EARNED

Laramie County Community College
Recreation and Athletics Complex Renovation

LARAMIE COUNTY COMMUNITY COLLEGE

TOBIN
AND ASSOCIATES
ARCHITECTURE
AND PLANNING

Laramie County Community College
Recreation and Athletics Complex Renovation

LARAMIE COUNTY COMMUNITY COLLEGE

TOBIN
AND ASSOCIATES
ARCHITECTURE
AND PLANNING

Laramie County Community College
Recreation and Athletics Complex Renovation

Laramie County Community College
Recreation and Athletics Complex Renovation

LARAMIE COUNTY COMMUNITY COLLEGE

TOBIN
AND ASSOCIATES
ARCHITECTURE
AND PLANNING

TAB 12

September 21, 2017

Dr. Jim Rose, Executive Director
Wyoming Community College Commission
2300 Capitol Avenue, 5th Floor, Suite B
Cheyenne, WY 82002

Dear Dr. Rose:

RE: Authorization request for Central Wyoming College Professional Technical Building Renovation

On behalf of Central Wyoming College, it is my pleasure to submit to you consideration by the Wyoming Community College Commission the following request for authorization of CWC's Professional Technical Building renovation. Over the last six months, CWC has been in the process of offering a new Cosmetology program. The College was planning on leasing space in a current Cosmetology building in Riverton, but after a cursory life safety review, found that this location would not suit our needs. After working diligently with the State Construction Management Department, it was agreed that the best option would be to renovate a current building on campus. This project will allow CWC to renovate existing space at the Professional Technical Building into space suitable for a Cosmetology program. This project was approved by the Board of Trustees at their September 20, 2017, meeting.

It is estimated the project will cost $418,797.00. Funding for this project will come from the Optional Mill Levy fund balance currently on hand. The College will not be seeking state funding to assist with this project.

Thank you for your consideration of our request and please let me know if you have any questions.

Sincerely,
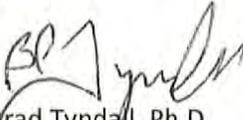
Brad Tyndall, Ph.D.
President

TAB 13

Casper College
Academic Affairs

Shawn Powell, Ph.D.
Vice President of Academic Affairs
125 College Drive – GW 407
Casper Wyoming 82602
spowell@caspercollege.edu
(307) 268-2706

Date: September 25, 2017

To: Wyoming Community College Commission

Subject: Request for Certificate Approval – Personal Trainer Certificate

Casper College is requesting approval of a proposed certificate for a Personal Trainer Certificate based on Commission Rules. As such this proposal has been approved by our Curriculum Committee, Faculty Senate, Deans Council, and Board of Trustees. All the stated requirements for new program proposals are addressed in the attachment describing the proposed certificate to include information on projected demand, internal and external coordination, assessment, and program layout. In accordance with the state-wide strategic plan, we have also discussed the impacts of these proposed programs on educated citizenry, diversified economy, workforce development, efficient systems and accountability and improvement.

Casper College appreciates the review of this request by the Commission. It is our desire to be responsive to the needs of our community. Your review of this proposal is greatly appreciated.

Sincerely,

Shawn D. Powell

Shawn Powell, Ph.D.
Vice President for Academic Affairs

A. **College:** Casper College

B. **Date submitted to WCCC:** April 3, 2017

C. **Program**

1. Request for:
__X_ New Program ___ Pilot Program ___ Revised Program

2. Program Title: Personal Trainer Certificate

3. Degree or Certificate to be awarded:
___ Degree: ___ AA ___ AS ___ AAS ___ Other _X_ Certificate

4. Educational Pathway:

__ Energy __Construction __ Hospitality __ Technology __ Health Care _X_

5. Total number of credit hours: 29.33 credits

6. Suggested CIP (Classification of Instructional Program) code (6-digit):

31.0507

7. Planned semester/year new program will begin: Fall 2018

8. Will any part of this program be provided by non-accredited vendor(s)?
___ YES (Provide details) _X_ NO

9. Will all or part of this program be available to students via online or other distance education technologies?

_X__At the start of the program? ___Within three years of the start of the program? ___No

D. Program description as it will be included in college catalog:
    (Type description here)

    The Personal Training Certificate program prepares individuals for certification as a personal trainer that leads to employment in health and fitness clubs, wellness centers, public and private recreation facilities, hospitals and corporate fitness programs. Certified personal trainers perform a variety of instructional and administrative duties for their clients including but not limited to instruction in human anatomy and physiology, fitness techniques, exercise science, personal training, nutrition and customer service.

    1. From completion of the program students will:

    a. have a comprehensive understanding of common health issues.
    b. have a comprehensive understanding of the human body and its function.
    c. have a knowledge of various injuries and the basic ways to help or guide individuals who have injuries.
    d. have an understanding of how individuals learn a skill and how the process occurs.
    e. be able to develop a workout program for designated clientele.
    f. be able to give nutritional advice to clients.
    g. be able to offer professional, customer service to clients

    2. Program Layout by Semester

Semester 1		
PEPR 1005	Introduction to Physical Education	2
HLED 1006	Personal and Community Health	3
BIOL 1000	Introduction to Biology	4
PEPR 1052	Care & Prevention of Athletic Injuries	3
ZOO 2040/2041	Anatomy with Lab	4
HLTK 1620	AHA First Aid, CPR, and AED	.33
		16.33
Semester 2		
ZOO 2110	Physiology with Lab	4
PEPR 2030	Motor Learning	3
PEPR 2135	Personal Trainer Education	3
PEPR 2136	Sports Nutrition	3
		13
		29.33

E. New course prefixes, course credit hours and/or course numbers:

1. Recommended level of instruction (LOI) code if the community college is using a course prefix which is new to Wyoming public higher education institutions:

      ___**X**___ No new prefixes

      ___1___ Suggested level of instruction

2. New course prefixes, numbers and/or credit hours have been coordinated:
    with UW (transfer)   _X_ Yes   ___ No   ____ Not Applicable

    or WCCC (career technical) ___ Yes   ___ No _**X**_ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each <u>new</u> course in the program (include prefix, course number, title, credit hours and description):

PEPR 2136 Sports Nutrition, 3Cr. This course introduces the student to evidenced-based information relating directly to effective nutrition for the active as well as athletes looking for performance enhancement.

2. <u>New</u> course numbers and/or credit hours have been coordinated:

    with UW (transfer)   _x_ Yes   ___ No ___ Not Applicable

    or WCCC (career technical) ___ Yes   ___ No _**X**_ Not Applicable

G.* Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?

> This program can be delivered by current faculty. All required courses in the proposed certificate will be developed or are currently being delivered by current faculty.

H. Summary of input from and coordination with citizens, business and industry or k-12 education:

There is industry wide need for additional certified personal trainers in health and fitness clubs, wellness centers, public and private recreation facilities, hospitals and corporate fitness programs. In communication with local business owners in Casper, Wyoming, fitness club managers have expressed a need to hire certified personal trainers. The current applicants for these positions often lack certification.

I.* Resources required to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

No new resources will be required to start this certificate program. Current budget allocations are sufficient to sustain the certificate program.

J.* <u>**Projected demand in Wyoming and Nation**</u> for five years from the proposed implementation date (career technical programs):

1. State and National Trends

United States	Employment		Percent Change	Job Openings
	2014	**2024**		
Fitness Trainers & Instructors	279,100	302,500	8%	23,400

Wyoming	Employment		Percent Change	Job Openings
	2014	**2024**		
Fitness Trainers/Aerobics Instructors	532	579	8%	47

Source: check dates of source for BLS

- **National Data Source:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook,* Fitness Workers, (downloaded 06.21.2017): https://www.bls.gov/ooh/personal-care-and-service/fitness-trainers-and-instructors.htm

- **State Data Source:** Wyoming Department of Employment Research & Planning http://doe.state.wy.us/lmi/projections/2016/long_term_occupation_projections_2014-24.pdf (page 30 of 57)

  Other trend information that would assist the Commission:
  N/A

2. State and National Wages

Location	Pay Period	National rates from 2015; State rates from 2017				
		10%	25%	Median	75%	90%
United States (Fitness Trainer	Hourly			$17.39		
	Yearly			$36,160		
Wyoming (Personal Trainer)	Hourly			$25		
	Yearly			$51,933		

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey

- **National Data Source:** Bureau of Labor Statistics, US Department of Labor, Occupational Outlook Handbook (online), Fitness Trainers and Instructors: https://www.bls.gov/ooh/persona-care-and-sercie/fitness-trainers-and-instructors.htm

- **State Data Source:** http://swz.salary.com/salarywizard/Personal-Trainer-Hourly-Salary-Details-Casper-WY.aspx3.

3. Primary student audience identified for this program:

The primary student audience for this certificate is Casper College students or community members desiring to become part-time or full-time personal trainers.

Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:

___**10**___ Year One   ___**15**___Year Two   __**20**___ Year Three

These numbers are based on previous student numbers in a personal trainer education credit course (PEPR 2135) offered at Casper College.

K.* **Student recruitment and program marketing strategies** to attract the broadest range of individuals for this particular program:

Specific Campus recruitment currently being done in other areas of the Physical Education department will continue. We will also be contacting Wyoming high school counseling offices, gyms, and recreation centers to make them aware of this certificate program.

L.* Identification of similar programs at Wyoming Community Colleges and an overview of results of discussions with faculty and administrators at the relevant colleges regarding curriculum and possible joint projects:

Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
			Coaching Certificate 13 credits		Sheridan College, Personal Trainer Education Certificate 31-32 credits	

M. Note available program and course articulations with other likely transfer institutions in the region, particularly for transfer AA and AS programs. (Note regional Bachelor of Applied Science transfer options in addition to UW.)

The courses in this certificate may be used to satisfy associate or bachelor degree requirements.

N. When appropriate, note partnerships with business, industry, associations or agencies that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

We currently work with the National Council on Strength and Fitness with to ensure our curriculum meets their standards and prepares students for certification as a personal trainer.

O. Assessment of student learning and completer follow-up per performance indicators. How will the assessment outcomes be used to assure student learning and improve the program?

Students will complete course evaluations at the end of each semester. An assessment plan aligned with the Casper College plan will be developed in the annual department report for the Physical Education department. The plan will be

reviewed and revised annually as a part of a continuous improvement model to meet institutional requirements for the Higher Learning Commission which accredits Casper College.

P.* Other program information or comments that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 WCCC Statewide Strategic Plan.

This program addresses Wyoming and regional interests in the following Ways not addressed earlier in this request:

EDUCATED CITIZENRY –This certificate program aims to produce graduates who have developed the necessary skills to be employed as personal trainers.

DIVERSIFIED ECONOMY – The program offers graduates the ability to be employed in a variety of settings as a certified personal trainer.

WORKFORCE DEVELOPMENT – The program offers graduates enhanced training for employer identified skills needed for Personal Training in professionalism, communication, ethics, critical thinking, and problem solving with the aim to improve the caliber of fitness training offered to clients.

EFFICIENT SYSTEMS – The program offers graduates a stackable credential that may give them opportunities for advancements in their field or further education.

ACCOUNTABILITY and IMPROVEMENT – The program will respond to employer identified skills. Finding qualified, certified personal trainers is necessary in order to safely and effectively train the public.

OTHER CRITERIA-

- **Curriculum Development** – The development of this program's curriculum is based on the standards required for national certification as a personal trainer as well as guidelines that can be used as a stackable certificate that will fulfill requirements for an Associate's degree.

- **Pathways** – This program provides a pathway into the workforce or continued higher education.

- **Faculty Support** – Faculty will be provided opportunities for relevant, continuing education including but not limited to conferences, webinars, trainings and additional certifications.

*Community colleges are not required to complete sections G, I, J, K, L, and P for pilot program requests.

SIGNATURE PAGE

Shawn D. Powell

Submitted by V. P. for
Academic Affairs**

Signature

06/07/2017
Date

Shawn Powell
Printed Name

Vice President, Academic Affairs
Title

Approved by the WCC Academic
Affairs Council

Joseph E. McCann, 6/8/17
Signature   **Date**

Joseph E. McCann, Programs Team Leader
Printed Name   **Title**

Approved by Program
Review Committee

Joseph E. McCann, 6/16/17
Signature   **Date**

Joseph E. McCann, Programs Team Leader
Printed Name   **Title**

**Signature by the Community College Vice President for Academic Affairs verifies that
institutional curriculum approval processes have been completed and that the
Community College Board of Trustees has approved this program request as per
institutional policy.

TAB 14

Casper College
Academic Affairs

Shawn Powell, Ph.D.
Vice President of Academic Affairs
125 College Drive – GW 407
Casper Wyoming 82602
spowell@caspercollege.edu
(307) 268-2706

Date: September 25, 2017

To: Wyoming Community College Commission

Subject: Request for Certificate Approval – Coaching Certificate

Casper College is requesting approval of a proposed certificate for a Coaching Certificate based on Commission Rules. As such this proposal has been approved by our Curriculum Committee, Faculty Senate, Deans Council, and Board of Trustees. All the stated requirements for new program proposals are addressed in the attachment describing the proposed certificate to include information on projected demand, internal and external coordination, assessment, and program layout. In accordance with the state-wide strategic plan, we have also discussed the impacts of these proposed programs on educated citizenry, diversified economy, workforce development, efficient systems and accountability and improvement.

Casper College appreciates the review of this request by the Commission. It is our desire to be responsive to the needs of our community. Your review of this proposal is greatly appreciated.

Sincerely,

Shawn D. Powell

Shawn Powell, Ph.D.
Vice President for Academic Affairs

A. <u>College:</u> Casper College

B. <u>Date submitted to WCCC:</u> April 3, 2017

C. <u>Program</u>
   1. Request for:
      _X__ New Program ___ Pilot Program ___ Revised Program

   2. Program Title: Coaching Certificate

   3. Degree or Certificate to be awarded:
      ___ Degree: ___ AA ___ AS ___ AAS ___ Other
      _X__ Certificate

   4. Educational Pathway:

      __ Energy __Construction __ Hospitality __ Technology _ Health Care _X_

   5. Total number of credit hours: 15

   6. Suggested CIP (Classification of Instructional Program) code (6-digit):
      13.1314

   7. Planned semester/year new program will begin: Fall, 2018

   8. Will any part of this program be provided by non-accredited vendor(s)?
      ___ YES (Provide details) __X__ NO

   9. Will all or part of this program be available to students via online or other
      distance education technologies?

      ___At the start of the program? __Within three years of the start of the
      program? __X__No

D. Program description as it will be included in college catalog:

The coaching certificate provides students with the knowledge and skills necessary to become an endorsed coach through the Wyoming Professional Teachers Standards Board. First aid and CPR, which also require renewals, may be completed at Casper College.

1. Expected Student learning outcomes from completion of the program: Students will be able to:
   a. Articulate and implement an individualized coaching philosophy
   b. Teach skill enhancement techniques to an audience
   c. Implement strategies specific to their sport option
   d. Perform and delegate additional coaching responsibilities (e.g., scouting, recruiting, administrative duties, purchasing).
   e. Acquire a greater awareness of what factors influence individual, group, and organizational performance
   f. Identify practical options to enhance existing performance
   g. Increase their repertoire of actions, tools, and strategies to enhance personal or employee performance
   h. Hold employees responsible for their performance and behavior
   i. Demonstrate the ability to apply common sports medicine taping and wrapping techniques
   j. Gain the ability to prevent sports injuries and illnesses through an understanding of condition, nutrition, environment, and equipment
   k. Understand common athletic injuries and illnesses and decide on a course of action
   l. Be able to utilize sports medicine equipment and rehabilitation modalities to assist in the treatment of major athletic injuries
   m. Be able to apply skill and knowledge of major injuries and illnesses to respond in emergency situations
   n. Obtain an understanding of officiating rules and regulations
   o. Demonstrate officiating techniques for football, basketball, volleyball, and soccer
   p. Understand the importance of communication in officiating
   q. Understand history, theory and research strategies in developmental psychology
   r. Understand the physical, cognitive, social, and emotional changes that accompany developmental stages
   s. Describe similarities and differences between cultures
   t. Adapt to the influence of biology and the environment on development

2. Program Layout by Semester

Semester 1 (Fall)		
PEPR 1052	Care and Prevention of Athletic Injuries	3
PEPR 2090	Foundations of Coaching	3
PEPR 2150	Theory of Coaching Basketball (specific sport option)	2
PSYC 2300	Developmental Psychology	3
HLTK 1620	American Heart Association First Aid, CPR, and Automated External Defibrillator (AED)	.33
	Total semester hours	11.33
Semester 2 (Spring)		
PEPR 2091	Athletic Officiating I	2
PEPR 2100	Theory of Coaching Volleyball (specific sport option)	2
	Total semester hours	4
	Total Certificate hours	**15.33**

E. New course prefixes, course credit hours and/or course numbers:

1. Recommended level of instruction (LOI) code if the community college is using a course prefix which is new to Wyoming public higher education institutions:

__X____ No new prefixes

_____ Suggested level of instruction

2. New course prefixes, numbers and/or credit hours have been coordinated:
   with UW (transfer)   _X_ Yes   ___ No ____ Not Applicable

   or WCCC (career technical) ___ Yes   ___ No _X_ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours and description):

2. New course numbers and/or credit hours have been coordinated:
   with UW (transfer)   ___ Yes   ___ No _X_ Not Applicable

   or WCCC (career technical) ___ Yes   ___ No _X_ Not Applicable

G.* Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?

This proposed certificate can be delivered by current faculty. All required courses in the proposed certificate are currently being delivered by full time and adjunct faculty members.

H. Summary of input from and coordination with citizens, business and industry or k-12 education:

This certificate will satisfy the Wyoming Professional Teachers' Standards Board requirements to attain a coaching certification. School districts in Wyoming must hire certified coaches thus establishing a local and state need for a reliable coaching certification program. Additionally, sports clubs need a reliable pool of preferably certified coaches who are able to pass background checks. This also ensures that clubs are able to purchase appropriate liability insurance necessary for operation.

I.* Resources required to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

No new resources will be required to start this certificate program. Current budget allocation is sufficient to sustain the certificate program.

J.* Projected demand in Wyoming and Nation for five years from the proposed implementation date (career technical programs):

1. State and National Trends

United States	Employment		Percent Change	Job Openings
	2014	2024		
Coaches and Scouts	250,600	265,400	6%	14,800
Wyoming	Employment		Percent Change	Job Openings
	2014	2024		
Coaches and Scouts	828	891	7.61%	63

Source:
- **National Data Source:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook (downloaded 06.21.2017):* https://www.bls.gov/OOH/entertainment-and-sports/coaches-and-scouts.htm

- **State Data Source:** Wyoming Department of Employment Research & Planning: http://doe.state.wy.us/lmi/projections/2016/long_term_occupation_projections_2014-24.pdf

  Other trend information that would assist the Commission: N/A

2. State and National Wages

Location	Pay Period	National Data from 2015; State Data for 2017				
		10%	25%	Median	75%	90%
United States (Coaches)	Hourly			14.90		
	Yearly			$31,000		
Wyoming (Coaches Asst.)	Hourly			17		
	Yearly			$35,432		

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey

- **National Data Source:**
  https://www.bls.gov/OOH/entertainment-and-sports/coaches-and-scouts.htm

- **State Data Source:**

  http://swz.salary.com/SalaryWizard/Coach-Scout-Salary-Details-Casper-WY.aspx

Other wage information or comments that would assist the Commission:

3. Primary student audience identified for this program:

The primary audience for the Coaching Certificate includes current Casper College students interested in supplementing their careers with a coaching certification through the Wyoming Professional Teachers Standards Board. Students who are pursuing a degree in education are the target audience. Students who are majoring in elementary, secondary, or specialized (physical education, health education, music education, etc.) education degrees are included.

Several other audiences may be identified. These include: current educators planning to serve as high school coaches, community members planning to coach regardless of their current profession, and traditional students with plans of coaching only.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:

   __10__ Year One   __12__ Year Two   __15__ Year Three

These estimates are a product of recent enrollment in the courses required to attain the proposed certificate with additions from recruitment strategies.

K.* <u>Student recruitment and program marketing strategies to attract the broadest range of individuals for this particular program:</u>

We will create brochures, pamphlets, letters, and send emails to provide information about this new certificate to all academic schools at Casper College, high school guidance counselors, the Wyoming High School Activities Association, Wyoming Coaches Association, and the Professional Teachers Standards Board.

L.* <u>Identification of similar programs at Wyoming Community Colleges and an overview of results of discussions with faculty and administrators at the relevant colleges regarding curriculum and possible joint projects:</u>

Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
			Coaching Certificate 13 credits	Coach-Assistant Certificate 8 credits Coach-Head Certificate 15 credits	Athletic Coaching Certificate 11 credits	

M. <u>Note available program and course articulations with other likely transfer institutions in the region, particularly for transfer AA and AS programs. (Note regional Bachelor o Applied Science transfer options in addition to UW.)</u>

The coursework may satisfy associate or bachelor degree requirements.

N. <u>When appropriate, note partnerships with business, industry, associations or agencies that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.</u>

The Professional Teachers' Standards Board (PTSB) was contacted to ensure the proposed curriculum aligned with their requirements for state endorsement of coaches

O. <u>Assessment of student learning and completer follow-up per performance indicators. How will the assessment outcomes be used to assure student learning and improve the program?</u>

Students will complete course evaluations at the end of each semester. An assessment plan aligned with Casper College's current process will be developed in the annual department report for the Physical Education department. The plan will be reviewed and revised annually as part of a continuous improvement model to meet institutional requirements for the Higher Learning Commission which accredits Casper College.

P.* <u>Other program information or comments that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 WCCC Statewide Strategic Plan.</u>

This program addresses Wyoming and regional interests in the following ways not addressed earlier in this request:

EDUCATED CITIZENRY – The certificate program aims to prepare professional coaches who can coach and educate youth and adults using safe, meaningful, and effective strategies.

DIVERSIFIED ECONOMY – Many coaches in the state do so as a means of supplementing their income. As such, increasing the number of credentialed coaches can reasonably raise a person's income.

WORKFORCE DEVELOPMENT – The program offers graduates training for employer identified skills in coaching.

EFFICIENT SYSTEMS – This program provides students an opportunity to utilize earned credits toward associate or bachelor degrees.

ACCOUNTABILITY and IMPROVEMENT – The program responds to employer identified skills. Finding qualified coaches with proper training is necessary in order to safely and effectively train our state's athletes.

OTHER CRITERIA-

- **Curriculum Development** – The development of this program's curriculum is based on the Wyoming Professional Teachers' Standards Board requirements for a coach credential.

- **Pathways** – This program provides a pathway into the workforce or continued higher education.

- **Faculty Support** – Faculty will be provided opportunities for relevant continuing education trainings including but not limited to conferences, webinars, trainings and additional certifications.

*Community colleges are not required to complete sections G, I, J, K, L, and P for **pilot** program requests.

department report for the Physical Education department. The plan will be reviewed and revised annually as a part of a continuous improvement model to meet institutional requirements for the Higher Learning Commission which accredits Casper College.

P.* Other program information or comments that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 WCCC Statewide Strategic Plan.

This program addresses Wyoming and regional interests in the following Ways not addressed earlier in this request:

EDUCATED CITIZENRY – This certificate program aims to produce graduates who have developed the necessary skills to be employed as personal trainers.

DIVERSIFIED ECONOMY – The program offers graduates the ability to be employed in a variety of settings as a certified personal trainer.

WORKFORCE DEVELOPMENT – The program offers graduates enhanced training for employer identified skills needed for Personal Training in professionalism, communication, ethics, critical thinking, and problem solving with the aim to improve the caliber of fitness training offered to clients.

EFFICIENT SYSTEMS – The program offers graduates a stackable credential that may give them opportunities for advancements in their field or further education.

ACCOUNTABILITY and IMPROVEMENT – The program will respond to employer identified skills. Finding qualified, certified personal trainers is necessary in order to safely and effectively train the public.

OTHER CRITERIA-

- **Curriculum Development** – The development of this program's curriculum is based on the standards required for national certification as a personal trainer as well as guidelines that can be used as a stackable certificate that will fulfill requirements for an Associate's degree.

- **Pathways** – This program provides a pathway into the workforce or continued higher education.

- **Faculty Support** – Faculty will be provided opportunities for relevant, continuing education including but not limited to conferences, webinars, trainings and additional certifications.

*Community colleges are not required to complete sections G, I, J, K, L, and P for pilot program requests.

SIGNATURE PAGE

Shawn D. Powell

Submitted by V. P. for
Academic Affairs**

Signature

06/07/2017
Date

Shawn Powell
Printed Name

Vice President, Academic Affairs
Title

Approved by the WCC Academic
Affairs Council

Joseph E. McCann 6/8/17
Signature   **Date**

Joseph E. McCann, Programs Team Leader
Printed Name   **Title**

Approved by Program
Review Committee

Joseph E. McCann, 6/17/17
Signature   **Date**

Joseph E. McCann, Programs Team Leader
Printed Name   **Title**

**Signature by the Community College Vice President for Academic Affairs verifies that
institutional curriculum approval processes have been completed and that the
Community College Board of Trustees has approved this program request as per
institutional policy.

Wyoming Community College Commission
Request for New Pilot or Revised
Degree or Certificate

A. College: Central Wyoming College

B. Date submitted to WCCC: May 8, 2017

C. Program
    1. Request for:
        __ New Program   _X_ Pilot Program   ____ Revised Program

    2. **Program Title:** New Media

    3. Degree or Certificate to be awarded:
        ____ Degree: ____ AA   ____ AS   _X_ AAS   ____ Other
        ____ Certificate

    4. Educational Pathway:

        __ Energy __Construction __ Hospitality _X_ Technology __ Health Care __
        other

    5. Total number of credit hours: 60

    6. Suggested CIP (Classification of Instructional Program) code (6-digit):
        09.0702

    7. Planned semester/year new program will begin: Fall 2017

    8. Will any part of this program be provided by non-accredited
        vendor(s)?
        ____ YES (Provide details)   _x_ NO

    9. Will all or part of this program be available to students via online or
        other distance education technologies?

        __At the start of the program?   ___Within three years of the start of
        the program? _X___No

    D. Program description as it will be included in college catalog:

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ART 2115	Website Structure & Style	3
CO/M 1030	Interpersonal Communication	3
MDIA 2280	Documentary	3
MKT 2100	Principles of Marketing	3
		12

E. New course prefixes, course credit hours and:

1. Is the community college using a course prefix which is new to Wyoming public higher education institutions: _X_ Yes ___ No ___

2. New course prefixes have been coordinated:
with UW (transfer)   _X_ Yes ___ No ___ Not Applicable

or WCCC (CTE)   ___ Yes ___ No _X_ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours, requested level of instruction (LOI of 1,2, or 3) and description):

2. New course numbers and/or number of credit hours have been coordinated:
with UW (transfer)   _X_ Yes ___ No ___ Not Applicable

or WCCC (career technical) ___ Yes ___ No ___ Not Applicable

FILM 1100: Film Production I (request LOI of 3)
This course is designed to introduce students to the preproduction, production, and postproduction process of creating a moving image. The course focuses on the basic skills of a production crew including on-set experience along with hands-on-training of the nuts-and-bolts aspects of filmmaking. Basic postproduction skills include using digital editing software that incorporates shot/reverse, spatial, graphics, parallel, temporal, rhythmic, continuity and transition editing techniques into the student's work. The student will demonstrate the role of each key member in a production crew. (3 lect., 2 lab)

FILM 1300: Editing (request LOI of 3)
The course focuses on teaching students the process of postproduction in the television and film industry. Video editing software is used to prepare students for the basic process of storytelling, introducing techniques in video, audio, graphics and effects editing. The psychological and emotional effects of editing on the overall story are discussed. Classes are supplemented with individual consultations at the computer. (3 lect.)

MDIA 2100: Writing for New Media (request LOI of 1)
This course is designed to provide the student with a solid introduction to the practice of journalistic writing for print, broadcast, and the web. Emphasis will be on planning, evaluating, analyzing, and organizing information using basic news gathering techniques. Students are introduced to various types of scripting formats used in print, broadcast, and the internet. (3 lect.) *Prerequisite: Completion of ENGL 1010.*

MDIA 2235: Directing for New Media (request LOI of 2)
This is a hands-on, introductory television production operations course. This course explores the functions of a television production system, and the major pieces of television production equipment and their operation. Emphasis will be placed on directing for multi-camera and single-camera studio productions. (2 lect., 4 lab).

MDIA 2245: Video Field Production (request LOI of 3)
This course is designed to develop advanced skills using a single camera for video field production. The course stresses advanced techniques in camera, lighting, sound, and nonlinear editing. This is a field-based course in which students will be required to create media content outside of a traditional television studio setting. (3 lect.) *Prerequisites: FILM 2457*

MDIA 2465: Journalism for New Media (request LOI of 2)
This course focuses on video storytelling for new media. It stresses script analysis, working effectively with the community, classmates, and actors. This course highlights effective lighting design and organizational skills and processes commonly used in pre-production, production and post-production. Skills developed in previous media production courses are amplified, enhanced, and refined through a combination of in-class exercises and outside projects. (3 lect.) *Prerequisites: Completion of ENGL 1010*

G.* Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?

> This program will be delivered by current CWC faculty. No new personnel resources are needed.

H. Summary of input from and coordination with citizens, business and industry or k-12 education:

Through industry-trend research and advisory committee input, the need to evolve the radio and television program has taken shape to meet the demands of the digital media industry. The popularity of interactive media (social media, smartphone technology), and the societal shift to an on-demand preference regarding news and entertainment, has led to the need for a new program that combines radio, television, and print into a degree that will train students for the new type of journalist the industry requires, the Multimedia Journalist (MMJ). The MMJ must be able to shoot video, take photos, write for both digital and print media outlets, and use social media to post, promote, and blog about a story. He/she must also have introductory level training in the language of coding; this will allow the MMJ to create and manage web content for industry websites. Many businesses also prefer MMJ-trained employees to create and maintain web content for its marketing departments.

I.* **Resources required** to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

The New Media program will meld resources and technology from the radio and television programs in order to remain current in technological needs. The AAS degree relies on Perkins Grant funding for large-ticket items and from student fees for smaller resources, such as batteries and memory cards. Scholarship funding may need to increase due to increased interest in the program.

J.* **Projected demand in Wyoming and Nation** for five years from the proposed implementation date (career technical programs):

1. State and National Trends

United States	Employment		Percent	Job
	2014	2024	Change	Openings
Television camera operators, video and motion picture editors	58,900	65,300	11	7000
Media & Public Relations	240,700	255,600	6	N/A
Wyoming	Employment		Percent	Job
	2014	2024	Change	Openings
Camera Operators, TV, video, motion pictures.	25	34	36	1
Media and Communications	998	1,121	12.3	35
Media & Public Relations	373	380	9.8	7

Source:
- **National Data Source:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, Dec, 2015 Edition*, http://www.bls.gov/oco/ocos287.htm
- **State Data Source:** Wyoming Department of Employment Research & Planning http://doe.state.wy.us/LMI/projections/2016/long_term_occupation_projections_2014-24.pdf

Other trend information that would assist the Commission:

2. State and National Wages

Location	Pay Period	2016				
		10%	25%	Median	75%	90%
United States	Hourly	18.02	26.43	37.51	50.54	63.16
	Yearly	32,600	50,590	73,040	97,040	121,280
Wyoming	Hourly	9.05	12.36	17.08	24.83	32.90
	Yearly	18,820	25,700	35,530	51,640	68,440

Other wage information or comments that would assist the Commission:

3. Primary student audience identified for this program:
   Students interested in:
   - Video broadcast and production for new media.
   - Public relations and media marketing.
   - Journalism for new broadcast, print, and new media.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:
   __6__ Year One   __10__ Year Two   __12__ Year Three

K. **Student recruitment and program marketing strategies** to attract ___ the broadest range of individual into this specific program:

This section is not required for a pilot proposal.

L.* <u>**Identification of similar programs at Wyoming Community Colleges**</u> and an overview of results of <u>**discussions with faculty and admistrators**</u> at the relative college's curriculum and possible joint projects:

Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College	Western Wyoming Community College
Communic ation: Multi- media Emphasis AA Degree 60 Credits	Proposed Program: 60 Credits	No Applicable Program	Mass Media: Multimedia Emphasis AA Degree 62 Credits	No Applicable Program	No Applicable Program	No Applicable Program

M. <u>**Note available program and course articulations**</u> with other likely **transfer institutions in the region, particularly for transfer AAS, AA and AS programs.** (Note regional Bachelor of Applied Science transfer options in addition to UW.)

Students completing the New Media AAS degree at CWC would be able to transfer to colleges and universities that offer BAS degrees including: University of Wyoming, Chadron State College, the University of Montana, University of Idaho, and Washington State University. The New Media faculty member is currently pursuing the development of articulations with various institutions.

N. <u>**When appropriate, note partnerships with business, industry, associations or agencies**</u> that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

CWC plans to create a partnership with Fremont County's PitchEngine, a company whose mission is to help companies and individuals create and market messages across new media. CWC will also partner with local

and regional print, radio, and visual news operations, including Wyoming PBS, which is located on CWC's main campus. The primary mission will be to invite local and regional experts to advise and participate in the program's direction and skills teaching that will be needed to qualify and maintain a multitude of jobs within the new media industry.

O. Assessment of student learning and completer follow-up per performance indicators. How will the assessment outcomes be used to assure student learning and improve the program?

Survey information gathered for the New Media AAS graduates will be used to assess the following core indicators:
Student goal attainment
Degree Completion rate
Placement rate in workforce

CWC General Education Assessment criteria will be used to validate demonstration of critical literacy and citizenship skills using institutional rubrics for gen ed courses, or for courses that embed general education student outcomes.

CWC Student Attributes, those characteristics each CWC graduate should demonstrate, have been mapped to course and program level learning outcomes. These attributes will be assessed, via institutional rubrics, based on where those attributes are emphasized in degree requirements.

Course Level: Assessment will be conducted according to the course learning outcomes listed in the course outlines/syllabi. Evaluation criteria will be listed in each course syllabus.

Analysis of each assessment data input will occur annually, and will be used to generate action plans for ongoing course and program improvement.

P. * Other program information or comments that would assist the commission in making a decision using the Guidelines for Use of this

Evaluation Tool found in Appendix A of the 2010 WCCC Statewide Strategic Plan.

This program addresses Wyoming and regional interests in the following Ways *that are not addressed earlier in this request*:

This program addresses Wyoming and regional interests in the following ways not addressed earlier in this request:

EDUCATED CITIZENRY – Students enrolled in the New Media AAS degree will practice, research, critically think, and debate cultural issues surrounding new media. This program prepares students for jobs in local, regional, national, and global businesses that seek to create and maintain content for the Web.

DIVERSIFIED ECONOMY – Graduates will be able to help Wyoming businesses design, produce, and maintain new media content that will help local industries expand into U.S. and global marketplaces.

A.   **OTHER CRITERIA-**

- **Labor Needs** – Industry, large and small, are turning to new media to communicate, market, and sell products and services. Businesses need this unique labor force to produce, promote, and maintain their content across new media formats.

- **Curriculum Development** – Curriculum is developed to give students the skills to first, create dynamic content across new media. Then requires students to demonstrate the preproduction, production, and postproduction process that is unique to new media.

- **Pathways** – The Guided Pathways Model is used to map a specific four-semester plan completion.

- **Recruitment Strategies**

  - The focus will expand to include business and marketing majors who have an interest in working with new media.
  - Photography students who are interested in web development that advertises their artwork. Photo students who show interest in multimedia journalism will also be recruited.
  - Students interested in broadcast journalism and film whose desire skills in new media in addition to traditional curriculum.

- **Resource Needs** – New media is an industry that needs faculty to stay current in technology and new media techniques. Funds for online and on-location workshops and conferences would help ensure that the program maintains a cutting edge curriculum.

*Community colleges are not required to complete sections G, I, J, K, L, or P for **pilot** program requests.

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs**

Kathy Wells   5-5-17
    Signature   Date

Kathy Wells   VPAA
    Printed Name   Title

Approved by the WCC Academic
Affairs Council

Joseph E. McCann,   6/16/17
    Signature   Date

Joseph E. McCann, Programs Team Leader
    Printed Name   Title

Approved by Program
Review Committee

Joseph E. McCann,   6/8/17
    Signature   Date

Joseph E McCann, Program Teams Leader
    Printed Name   Title

**Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

A. College: Central Wyoming College

B. Date submitted to WCCC: May 8, 2017

C. Program
1. Request for:
_____ New Program   _X_ Pilot Program   ____ Revised Program

2. **Program Title:** Communication

3. Degree or Certificate to be awarded:
___ Degree: _X_ AA   ___ AS   ___ AAS   ___ Other
___ Certificate

4. Educational Pathway:

__ Energy ___Construction __ Hospitality __ Technology __ Health Care _X other

5. Total number of credit hours: _60-61_____

6. Suggested CIP (Classification of Instructional Program) code (6-digit):
09.0101

7. Planned semester/year new program will begin: Fall 2017

8. Will any part of this program be provided by non-accredited vendor(s)?
____ YES (Provide details)   _X__ NO

9. Will all or part of this program be available to students via online or other distance education technologies?

_X__ At the start of the program?   ___Within three years of the start of the program?   _____No

D. Program description as it will be included in college catalog:

The Associate of Arts degree in Communication provides a solid introduction to an extensive field, equipping students with an understanding of communication theory and application. With an associate degree in Communication, students will gain a proficiency in a variety of areas, ranging from managing interpersonal relations to understanding the role of media in our society. Students will learn from courses that will enable them to efficiently navigate through professional, social and personal circumstances. In addition to a focus on the art of communication, this program also shines a necessary light on the beauty of differences in humanity. This program is intended as a transfer degree and should complete the first two years of requirements for a 4-year degree.

1. Expected Student learning outcomes from completion of the program: Students will be able to:
   - Describe the foundational theories of the study of communication.
   - Demonstrate skills in practice of communication in a variety of contexts.
   - Analyze appropriate communication methods to effectively exchange information in a variety of contexts.
   - Demonstrate an appreciation for the influence of culture on communication.

2. Program Layout by Semester

Fall Semester 1		
ENGL 1010	Writing Composition I	3
COM 1000	Introduction to Mass Media	3
COM 1010	Public Speaking	3
POLS 1000	US and Wyoming Government	3
MATH 1000/1400	Problem Solving or College Algebra	3-4
UNST 1005	Student Success Course	1
		16-17

Spring Semester 1		
COM 1030	Interpersonal Communication	3
LSCI	Lab Science	4
MDIA 2100	Writing for New Media	3
STAT 2050/2070	Fundamentals of Statistics or Intro to Statistics	4
		14

Fall Semester 2		
ENGL 1020 or BADM 1020	Writing Composition II or Business Communication	3
COM 1040	Introduction to Human Communication Theory	3
ARTS	Art Gen. Ed.	3
General Elective	General Elective Courses	6
		15

Spring Semester 2		
SOC	SOC Gen Ed.	3
COM 2135	Gender and Communication	3
COM 2110	Nonverbal Communication	3
Program Elective	COM, MDIA, or FILM elective	3
General Elective	General elective course	3
		15
	Program Total	60-61

E. New course prefixes, course credit hours and/or course numbers:

1. Recommended level of instruction (LOI) code if the community college is using a course prefix which is new to Wyoming public higher education institutions:

- MDIA is the new prefix for our New Media program courses at Central Wyoming College.

_____ No new prefixes

__1__ Suggested level of instruction

2. New course prefixes have been coordinated:
   with UW (transfer) _X_ Yes ___ No ___ Not Applicable

   or WCCC (career technical) _X_ Yes ___ No ___ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours and description):

- MDIA 2100—Writing for New Media: This course is designed to provide the student with a solid introduction to the practice of journalistic writing for print, broadcast, and the web. Emphasis will be on planning, evaluating, analyzing, and organizing information using basic news-gathering techniques. Students are introduced to various types of scripting formats used in print, broadcast, and the Internet. Prerequisite: Completion of ENGL 1010. (3 lect.)

2. New course numbers and/or number of credit hours have been coordinated:
   with UW (transfer) _X_ Yes ___ No ___ Not Applicable

   or WCCC (career technical) _X_ Yes ___ No ___ Not Applicable

G.* Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?

- Yes. No need for additional new faculty to deliver this new program.

H. Summary of input from and coordination with citizens, business and industry or k-12 education:
Feedback from industry professionals, academic advisors, and current CWC faculty and professionals was solicited and obtained. In addition to this, we worked directly with the University of Wyoming to articulate our 2 + 2 agreement. The program was well received, and it is evident that there is a need for this program. Communication is an excellent option for students who are not only interested in communication, but also for those that do not want to pigeonhole themselves into one specific career. Industry professionals indicated that strong communication skills are one of the number one needed skills that they are looking for in new employees. Offering a program that will provide students with a solid educational foundation and allow them to develop those much needed communication skills will set them up to make an immediate impact in the workforce, or continue their education at a four year institution.

I.* Resources required to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

There is no need for additional funding or resources for this program.

J.* Projected demand in Wyoming and Nation for five years from the proposed implementation date (career technical programs):

1. State and National Trends

United States	Employment		Percent Change	Job Openings
	2014	2024		
	33,500	37,000	10.3%	8,800
Wyoming	Employment		Percent Change	Job Openings
	2004	2014		
Media and Communication	998	1121	12.3%	35

Other trend information that would assist the Commission:

2. State and National Wages

Location	Pay Period	2016				
		10%	25%	Median	75%	90%
United States	Hourly	$11.43	$14.10	$20.96	$30.52	$44.15
	Yearly	$23,780	$29,330	$43,600	$63,480	$91,820
Wyoming	Hourly	$8.60	$9.25	$13.36	$14.30	$20.84
	Yearly	$17,930	$19,250	$27,790	$29,740	$43,340

Other wage information or comments that would assist the Commission:

3. Primary student audience identified for this program:
Students interested in the study of Communication who intend to continue their education at a four year institution.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:
_10___ Year One   _15___ Year Two   _20___ Year Three

L.* **Identification of similar programs at Wyoming Community Colleges** and an overview of results of **discussions with faculty and administrators** at the relative college's curriculum and possible joint projects:

Wyoming Community College Programs						
(Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
AA Human Comm Total Credit Hours: 64	AA Comm Total Credit Hours: 60-61	AA Comm Total Credit Hours: 64-68	AA Mass Media Total Credit Hours: 60-62	AA Comm Total Credit Hours: 64	AA Comm Total Credit Hours: 64	AA Comm Total Credit Hours: 65-68

M. **Note available program and course articulations** with other likely **transfer institutions in the region, particularly for transfer AAS, AA and AS programs.** (Note regional Bachelor of Applied Science transfer options in addition to UW.)

- Black Hills State University
- Idaho State University
- University of Montana
- Chadron State College

N. **When appropriate, note partnerships with business, industry, associations or agencies** that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

- None

O. **Assessment of student learning and completer follow-up per performance indicators.** How will the assessment outcomes be used to assure student learning and improve the program?

This program assesses the learning outcomes by exploring, discussing and identifying the many facets of communication and how it exists in everyday life. Every course focuses on a different element and influence on communication. Students demonstrate critical/creative thinking by evaluating the course topic in their personal lives, their surroundings, and through different forms of media. In doing so, students are required to participate in online discussion forums, complete observations within the community, perform various film analyses, and submit short essays. In addition, students

have a final project that they must present in every course. The influence of culture, gender, race, and age are among many of the topics discussed in each class. Each class has specific learning outcomes that are tailored to that specific course.

P. * __Other program information or comments__ that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 <u>WCCC Statewide Strategic Plan.</u>

This program addresses Wyoming and regional interests in the following Ways not addressed earlier in this request:

EDUCATED CITIZENRY – This program is unique because it allows students to pursue a number of different careers, and it does not pigeonhole them into one specific career. Strong communication skills are essential to be successful in the workforce.

DIVERSIFIED ECONOMY – The communication skills that students will gain in the Communication program will not only set them apart from others, but it will prepare them to make an immediate impact in the workforce.

WORKFORCE DEVELOPMENT – Strong oral and written communication skills are one of the number one needed skills sought after in the workforce.

EFFICIENT SYSTEMS – This program combines courses from different disciplines to expose students to different aspects of communication.

ACCOUNTABILITY and IMPROVEMENT – Input from the Communication Advisory Committee, along with outcomes assessment, evaluations, and peer consultation will provide valuable input to improve curriculum and delivery.

OTHER CRITERIA-

- **Curriculum Development** – We have reviewed degree programs across the state of Wyoming and neighboring states to ensure compatibility to student needs.

- **Pathways** – The pathway is unique because it is not designed for one specific path or career.

- **Recruitment Strategies** – The program will be promoted to high school students, current college students, and workforce employees.

*Community colleges are not required to complete sections G, I, J, K, L, and P for **pilot** program requests.

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs**

Kathy wells   _5-5-17_
       Signature   Date

Kathy Wells   _VPAA_
     Printed Name   Title

Approved by the WCC Academic
Affairs Council

Joseph E. McCann, _6/16/17_
     Signature   Date

Joseph E. McCann, Programs Team Leader
    Printed Name   Title

Approved by Program
Review Committee

Joseph E. McCann, _6/8/17_
     Signature   Date

Joseph E McCann, Program Teams Leader
    Printed Name   Title

**Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

A. College: <u>Central Wyoming College</u>

B. Date submitted to WCCC: <u>May 8, 2017</u>

C. Program

   1. Request for:
      ____ New Program   __X_ Pilot Program   ____ Revised Program

   2. **Program Title:** <u>Film</u>

   3. Degree or Certificate to be awarded:
      ____ Degree: X AA   ____ AS   ____ AAS   ____ Other
      ____ Certificate

   4. Educational Pathway:

      __ Energy __ Construction __ Hospitality __ Technology __ Health Care _X_ other

   5. Total number of credit hours: <u>60</u>

   6. Suggested CIP (Classification of Instructional Program) code (6-digit):
      <u>50.0602</u>

   7. Planned semester/year new program will begin: <u>Fall 2017</u>

   8. Will any part of this program be provided by non-accredited
      vendor(s)?
      ____ YES (Provide details)   _X_ NO

   9. Will all or part of this program be available to students via online or
      other distance education technologies?

      ____At the start of the program? ____Within three years of the start of
      the program? __X__No

   D. Program description as it will be included in college catalog:

   The Film Associates of Arts program offers study in the creative and technical aspects of
   the cinema as well as history, theory and criticism. Fundamentals of art are applied as

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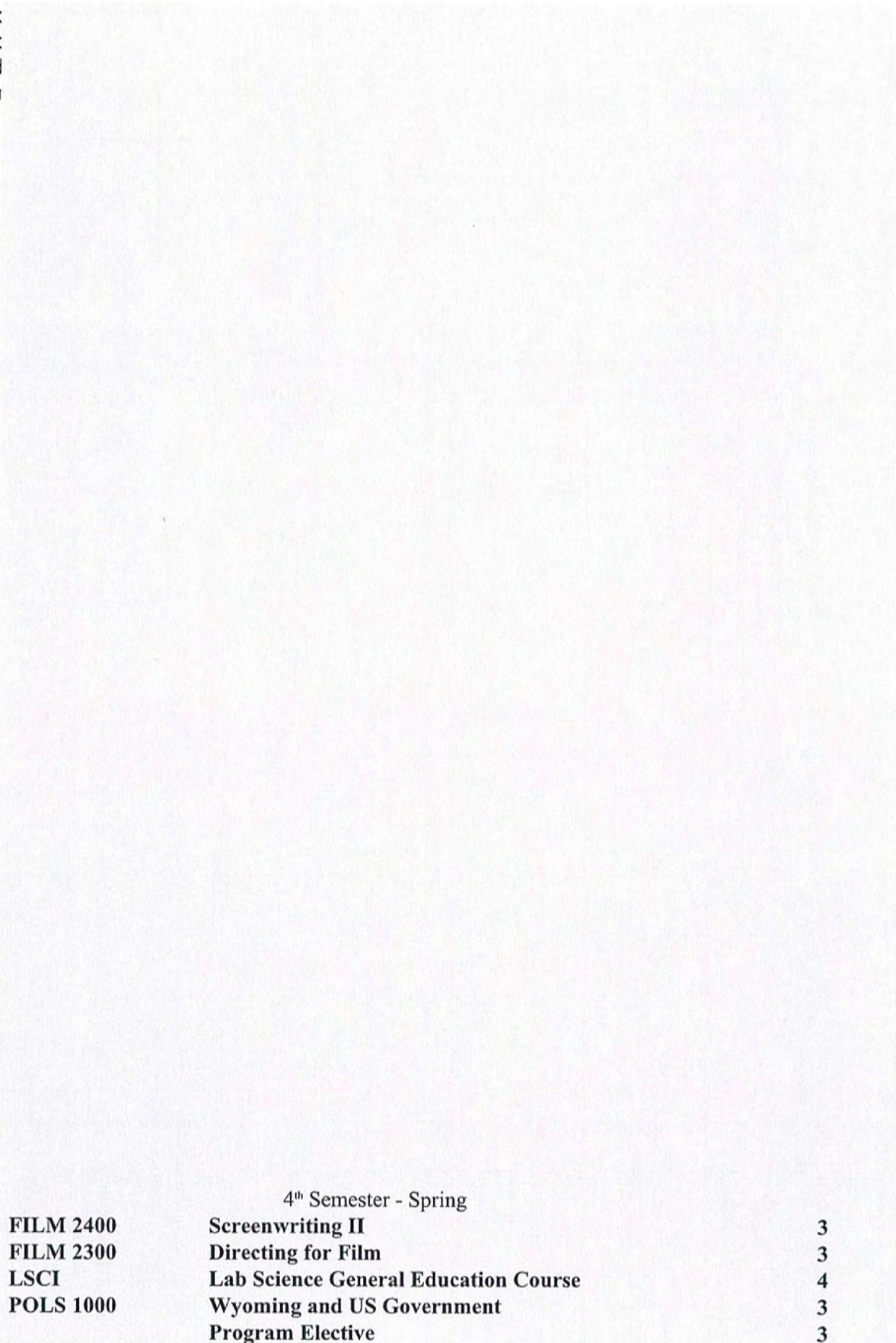
	4ᵗʰ Semester - Spring	
FILM 2400	Screenwriting II	3
FILM 2300	Directing for Film	3
LSCI	Lab Science General Education Course	4
POLS 1000	Wyoming and US Government	3
	Program Elective	3

E. New course prefixes, course credit hours and:

1. Is the community college using a course prefix which is new to Wyoming public higher education institutions: __X_ Yes ____ No ____

2. New course prefixes have been coordinated:
   with UW (transfer)   _X__ Yes ____ No ____ Not Applicable

   or WCCC (CTE)   ____ Yes ____ No _X_ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours, requested level of instruction (LOI of 1,2, or 3) and description):

FILM 1000: Intro to Film (request LOI of 1)
This course explores the relationship between form and content within Film. The course introduces students to how the audio and visual aspects of a film are created. Students will learn the roles involved in a film production crew and how each position can use form to influence content. The course will identify where art and culture meet in the movie theater and how global and national markets are influenced and respond to film as an art and a business. (3 lect.)

FILM 1100: Film Production I (request LOI of 3)
This course is designed to introduce students to the preproduction, production, and postproduction process of creating a moving image. The course focuses on the basic skills of a production crew including on-set experience along with hands-on-training of the nuts-and-bolts aspects of filmmaking. Basic postproduction skills include using digital editing software that incorporates shot/reverse, spatial, graphics, parallel, temporal, rhythmic, continuity and transition editing techniques into the student's work. The student will demonstrate the role of each key member in a production crew. (3 lect., 2 lab)

FILM 1200: Cinema History (request LOI of 2)
This course is designed to enhance the student's understanding, appreciation, and critical perceptions of cinema as an art form and cultural force. An historical survey approach is used to trace the artistic and technical development of cinema from its origins to today. Significant world films representing key historical periods, styles, and national movements will be screened in class and analyzed within their historical and cultural contexts. (2 lect., 2 lab)

FILM 1300: Editing (request LOI of 3)
The course focuses on teaching students the process of postproduction in the television and film industry. Video editing software is used to prepare students for the basic process of storytelling, introducing techniques in video, audio, graphics and effects editing. The psychological and emotional effects of editing on the overall story are discussed. Classes are supplemented with individual consultations at the computer. (3 lect.)

FILM 1400: Screenwriting I (request LOI of 1)
This course focuses on the fundamentals of storytelling within the screenplay format; and provides students with constructive analysis and support as they take a script through the screenwriting process to write the first 60 pages of a feature length screenplay or a television pilot, workshop

table readings and provide feedback to classmates. Students are encouraged to tell their stories visually and not rely solely on dialogue to tell the story. (3 lect.)

FILM 2000: Film Production II (request LOI of 3)
This course is an advanced exploration of the art of filmmaking. Film Production II is designed to build upon basic skills learned in Film Production I. Students apply advanced techniques in the art of preproduction, production, and postproduction including advanced on-set experience along with hands-on-training in all aspects of filmmaking. Film Production II students experience advanced training in various film crew jobs that continue to develop their ability to work on a large production. Film Production II students will also be trained and certified on all CWC film equipment. Prerequisite: Completion of FILM 1000. (3 lect. 2 lab)

FILM 2100: Cinematography (request LOI of 3)
This course focuses on the fundamentals of cinematography in the film production realm. Students will analyze and apply the concepts of advanced cinematography; specifically the use of cameras and lighting. Innovative camera technique as well as progressive lighting concepts will be studied and applied to various film projects. The management and efficient application of camera, electrical and grip departments will be complete the study of the motion picture cinematographer. (3 lect.)

FILM 2300: Directing for Film (request LOI of 2)
This course introduces students to the language and craft of film directing. Students apply techniques to communicate and collaborate effectively with their actors and crew. Students demonstrate unique ways that a director approaches visual storytelling and how the director manages the task of staging scenes, and moving actors within the frame. (3 lect.)

FILM 2400: Screenwriting II (request LOI of 1)
This course builds upon the focus on the fundamentals from Screenwriting I. Students will take their script to completion to write the final 60 pages of a feature length screenplay or a revision of a 60 page television pilot; workshop table read-throughs, and provide feedback to classmates. Screenwriting II students will meet with Screenwriting I students to provide advanced feedback based on their experience in Screenwriting I. Students are still encouraged to tell their stories visually and not rely solely on dialogue to tell the story. *Prerequisite FILM 1400 Screenwriting I(3*

    2. <u>New</u> course numbers and/or number of credit hours have been coordinated:
        with UW (transfer)   __X_ Yes   ___ No   ___ Not Applicable

        or WCCC (career technical) ___ Yes   ___ No __X_ Not Applicable

G.* Can <u>this program be delivered by current faculty?</u> If not, what are the plans, budget and timeline for bringing on needed instructors?

    Yes, to deliver this program faculty must hold MA or MFA in Film or closely related discipline. CWC currently employs a faculty member with the appropriate academic preparation to teach the required courses.

H. **Summary of input from and coordination with citizens, business and industry or k-12 education:**

The Film program advisory board has been instrumental in the evolution of this program. The committee is composed of filmmakers who work in a range of content creation positions from industrial and non-profit work up to Hollywood level production. Overwhelmingly, they all recommend a 4-year film degree for any individual pursuing a career in the film business. The value of the educational and experiential environments has lasting and far-reaching potentials.

Additionally, an analysis of the educational paths pursued by graduates of the CWC program reveals that the majority of students choose to transfer to a 4-year institution to further pursue their studies of the film discipline.

I.* **Resources required** to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

Currently, the CWC Film program is supported by course fees and a rotating participation in the Carl Perkins grant. The program can be sustained by these means, assuming that both of these trends continue.

J.* **Projected demand in Wyoming and Nation** for five years from the proposed implementation date (career technical programs):

1. State and National Trends

United States	Employment		Percent	Job
	2015	2024	Change	Openings
Film Editors and Camera Operators	58,900	65,300	10.8%	11,700
Wyoming	Employment		Percent	Job
	2014	2024	Change	Openings
Film Editors and Camera Operators	32	45	40.6%	2

Source:
- **National Data Source:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook, Handbook, Dec, 2015 Edition,* http://www.bls.gov/oco/ocos287.htm
- **State Data Source:** Wyoming Department of Employment Research & Planning http://doe.state.wy.us/LMI/projections/2016/long_term_occupation_projections_2014-24.pdf

Other trend information that would assist the Commission:

2. State and National Wages

Location	Pay Period	2016				
		10%	25%	Median	75%	90%
United States	Hourly	12.95	18.06	26.48	37.21	52.50
	Yearly	26940	37570	55080	77410	109,200
Wyoming	Hourly	12.27	14.94	22.88	29.42	34.71
	Yearly	25,510	31,070	47,590	61,200	72,200

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey
  • National Data Source: https://www.bls.gov/oes/current/oes_nat.htm
  • State Data Source: https://www.bls.gov/oes/current/oes_wy.htm   State Cross-Industry Estimates

Other wage information or comments that would assist the Commission:

Wage information for the film industry is mildly uninformed as the scope of the industry is so vast that to select a single slice of potential wages and outlook is short-sighted. Students who study film have a variety of career options that range from high-end Hollywood productions to localized, need-based media solutions for small business and a variety of clienteles.

3. Primary student audience identified for this program:

Students tend to self-select into a film program based on a desire to express themselves and a need to tell stories. The film medium can develop a 21st century skillset that can be applied to a variety of career paths. There is no ideal film student, short of any individual who possesses a need to tell stories and the work ethic to do so.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:
   __15__ Year One   __20__ Year Two   __25__ Year Three

K. Student recruitment and program marketing strategies to attract ___ the broadest range of individual into this specific program:

This section is not required for a pilot proposal.

L.* Identification of similar programs at Wyoming Community

Colleges and an overview of results of discussions with faculty and admistrators at the relative college's curriculum and possible joint projects:

| Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours) | | | | | | |
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
N/A	In Process (60 credits)	N/A	N/A	N/A	N/A	N/A

As noted in the table above, there are no other Film programs in any of the state's community colleges; discussions related to potential partnership and/or joint projects will occur on a course-by-course basis, and as specific learning opportunities arise.

M. **Note available program and course articulations** with other likely **transfer institutions in the region, particularly for transfer AAS, AA and AS programs.**   (Note regional Bachelor of Applied Science transfer options in addition to UW.)

The film faculty member is pursuing degree articulation with all regional colleges that maintain a film program, including:
- Montana State
- University of Colorado
- University of Utah
- Utah Valley University
- Idaho State University.

N. **When appropriate, note partnerships with business, industry, associations or agencies** that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

In addition to members of the Advisory Council for this program, the National Association of Broadcasters: NAB Conference and Wyoming PBS (located on the CWC campus) have made contributions to the curricular design and play a major role in providing internship and other student learning experiences.

O. Assessment of student learning and completer follow-up per performance indicators. How will the assessment outcomes be used to assure student learning and improve the program?

Assessment of program learning outcomes will be based on the creation of a student portfolio of work (artifacts) developed in each course of the program. Each artifact, such as a student production, will be evaluated using rubrics based on the course student learning outcomes, which are mapped to the desired outcomes for the program. Student achievement of course and program learning outcomes will be tracked to identify areas for program improvement. As the focus of this degree is transfer preparation, student work from each course will focus on the application of concepts from the breadth of general education courses as well as the historical and theoretical knowledge base an Associate of Arts degree in Film requires.

P. * Other program information or comments that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 WCCC Statewide Strategic Plan.

This program addresses Wyoming and regional interests in the following Ways *that are not addressed earlier in this request*:

EDUCATED CITIZENRY – The CWC Film program is very unique in that it is the only program of its kind in the entire state.

DIVERSIFIED ECONOMY – As the world extends further and further into online presences, the need for content increases. Film majors are equipped with the skillset to meet these emerging content needs.

WORKFORCE DEVELOPMENT – Again, as regional business pursuits grow, the need for online presence increases, which demands online content. This content is often the video and audio work that Film students will be uniquely capable to create.

OTHER CRITERIA-

- **Labor Needs** – The Wyoming Tourism Office, which houses the Wyoming Film Commission, has developed a multi-faceted approach to building the film

industry within the state. Part of that effort includes the development of the regional crew base. Central Wyoming College heeded the call when the tourism board pitched the idea of a full-fledged film school in the state to meet this demand.

*Community colleges are not required to complete sections G, I, J, K, L, or P for **pilot** program requests.

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs**

Kathy Wells   _5 5 17_
       Signature   Date

Kathy Wells   _VPAA_
   Printed Name   Title

Approved by the WCC Academic
Affairs Council

Joseph E. McCann, _6/16/17_
     Signature   Date

Joseph E. McCann, Programs Team Leader
   Printed Name   Title

Approved by Program
Review Committee

Joseph E. McCann, _6/8/17_
     Signature   Date

Joseph E McCann, Program Teams Leader
   Printed Name   Title

**Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

Revised by AAC 7/11/12, Reformatted by JMc 12/22/14   Page 8

A. College: **Central Wyoming College**

B. Date submitted to WCCC: May 8, 2017

C. Program
1. Request for:
   ____ New Program   _X__ Pilot Program   ____ Revised Program

2. **Program Title:** Film

3. Degree or Certificate to be awarded:
   ____ Degree: ___ AA   ___ AS   _X_ AAS   ____ Other
   ____ Certificate

4. Educational Pathway:

   __ Energy ___Construction __ Hospitality __ Technology __ Health Care _X_ other

5. Total number of credit hours: ___60___

6. Suggested CIP (Classification of Instructional Program) code (6-digit):
   ____50.0602_____

7. Planned semester/year new program will begin: Fall 2017

8. Will any part of this program be provided by non-accredited vendor(s)?
   ____ YES (Provide details)   _X_ NO

9. Will all or part of this program be available to students via online or other distance education technologies?

   ____At the start of the program? ____Within three years of the start of the program? __**X**_No

D.
   Program description as it will be included in college catalog:

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ded

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		4th Semester - Spring	
FILM 2400		**Screenwriting II**	**3**
FILM 2300		**Directing for Film**	**3**
CO/M 1480		**Media Arts:**	**3**
		General Elective	**1**
POLS 1000		**Wyoming and US Government**	**3**

E. New course prefixes, course credit hours and:

1. Is the community college using a course prefix which is new to Wyoming public higher education institutions: _X_ Yes ___ No ___

2. New course prefixes have been coordinated:
   with UW (transfer)   _X_ Yes ___ No ___ Not Applicable

   or WCCC (CTE)   ___ Yes ___ No _X_ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours, requested level of instruction (LOI of 1,2, or 3) and description):

FILM 1000: Intro to Film (request LOI of 1)
This course explores the relationship between form and content within Film. The course introduces students to how the audio and visual aspects of a film are created. Students will learn the roles involved in a film production crew and how each position can use form to influence content. The course will identify where art and culture meet in the movie theater and how global and national markets are influenced and respond to film as an art and a business. (3 lect.)

FILM 1100: Film Production I (request LOI of 3)
This course is designed to introduce students to the preproduction, production, and postproduction process of creating a moving image. The course focuses on the basic skills of a production crew including on-set experience along with hands-on-training of the nuts-and-bolts aspects of filmmaking. Basic postproduction skills include using digital editing software that incorporates shot/reverse, spatial, graphics, parallel, temporal, rhythmic, continuity and transition editing techniques into the student's work. The student will demonstrate the role of each key member in a production crew. (3 lect., 2 lab)

FILM 1200: Cinema History (request LOI of 2)
This course is designed to enhance the student's understanding, appreciation, and critical perceptions of cinema as an art form and cultural force. An historical survey approach is used to trace the artistic and technical development of cinema from its origins to today. Significant world films representing key historical periods, styles, and national movements will be screened in class and analyzed within their historical and cultural contexts. (2 lect., 2 lab)

FILM 1300: Editing (request LOI of 3)
The course focuses on teaching students the process of postproduction in the television and film industry. Video editing software is used to prepare students for the basic process of storytelling, introducing techniques in video, audio, graphics and effects editing. The psychological and emotional effects of editing on the overall story are discussed. Classes are supplemented with individual consultations at the computer. (3 lect.)

FILM 1400: Screenwriting I (request LOI of 1)
This course focuses on the fundamentals of storytelling within the screenplay format; and provides students with constructive analysis and support as they take a script through the screenwriting process to write the first 60 pages of a feature length screenplay or a television pilot, workshop table readings and provide feedback to classmates. Students are encouraged to tell their stories visually and not rely solely on dialogue to tell the story. (3 lect.)

FILM 2000: Film Production II (request LOI of 3)
This course is an advanced exploration of the art of filmmaking. Film Production II is designed to build upon basic skills learned in Film Production I. Students apply advanced techniques in the art of preproduction, production, and postproduction including advanced on-set experience along with hands-on-training in all aspects of filmmaking. Film Production II students experience advanced training in various film crew jobs that continue to develop their ability to work on a large production. Film Production II students will also be trained and certified on all CWC film equipment. Prerequisite: Completion of FILM 1000. (3 lect. 2 lab)

FILM 2100: Cinematography (request LOI of 3)
This course focuses on the fundamentals of cinematography in the film production realm. Students will analyze and apply the concepts of advanced cinematography; specifically the use of cameras and lighting. Innovative camera technique as well as progressive lighting concepts will be studied and applied to various film projects. The management and efficient application of camera, electrical and grip departments will be complete the study of the motion picture cinematographer. (3 lect.)

FILM 2300: Directing for Film (request LOI of 2)
This course introduces students to the language and craft of film directing. Students apply techniques to communicate and collaborate effectively with their actors and crew. Students demonstrate unique ways that a director approaches visual storytelling and how the director manages the task of staging scenes, and moving actors within the frame. (3 lect.)

FILM 2400: Screenwriting II (request LOI of 1)
This course builds upon the focus on the fundamentals from Screenwriting I. Students will take their script to completion to write the final 60 pages of a feature length screenplay or a revision of a 60 page television pilot; workshop table read-throughs, and provide feedback to classmates. Screenwriting II students will meet with Screenwriting I students to provide advanced feedback based on their experience in Screenwriting I. Students are still encouraged to tell their stories visually and not rely solely on dialogue to tell the story. *Prerequisite FILM 1400 Screenwriting I*(3 lect.)

    2. <u>New</u> course numbers and/or number of credit hours have been coordinated:
        with UW (transfer)   __X__ Yes   ____ No   ____ Not Applicable

        or WCCC (career technical) ____ Yes   ____ No __X__ Not Applicable

G.* Can <u>this program be delivered by current faculty?</u> If not, what are the plans, budget and timeline for bringing on needed instructors?

    Yes, to deliver this program faculty must hold MA or MFA in Film or closely related discipline. CWC currently employs a faculty member with the appropriate academic preparation to teach the required courses.

H. **Summary of input from and coordination with citizens, business and industry or k-12 education:**

The Film program advisory board has been instrumental in the evolution of this program. The committee is composed of filmmakers who work in a range of content creation positions from industrial and non-profit work up to Hollywood level production. While the committee has recommended a 4-year film degree for any individual pursuing a career in the film business, they also highly recommend that a film program should be very hands-on and experiential. The skill-set required to enter the workforce relies heavily on skills that are usually developed in hands-on courses. Moreover, an AAS degree option in Film at CWC will allow a student to pair this focus with a complementary degree, such as New Media, utilizing the Technical Studies AAS degree format.

Based on this recommendation to build hard skill sets for film workers, the Film AAS will focus on the development of industry relevant, hard skills courses rather than the typical general education requirements of transfer degrees.

I.* **Resources required** to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

Currently, the CWC Film program is supported by course fees and a rotating participation in the Carl Perkins grant. The program can be sustained by these means, assuming that both of these trends continue.

J.* **Projected demand in Wyoming and Nation** for five years from the proposed implementation date (career technical programs):

1. State and National Trends

United States	Employment		Percent Change	Job Openings
	2015	2024		
Film Editors and Camera Operators	58,900	65,300	10.8%	11,700
Wyoming	Employment		Percent Change	Job Openings
	2014	2023		
Film Editors and Camera Operators	32	45	40.6%	2

Source:
- **National Data Source:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, Dec, 2015 Edition,* http://www.bls.gov/oco/ocos287.htm
- **State Data Source:** Wyoming Department of Employment Research & Planning
http://doe.state.wy.us/LMI/projections/2016/long_term_occupation_projections_2014-24.pdf

Other trend information that would assist the Commission:

2. State and National Wages

Location	Pay Period	2016				
		10%	25%	Median	75%	90%
United States	Hourly	12.95	18.06	26.48	37.21	52.50
	Yearly	26,940	37,570	55,080	77,410	109,200
Wyoming	Hourly	12.27	14.94	22.88	29.42	34.71
	Yearly	25,510	31,070	47,590	61,200	72,200

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey
*   **National Data Source:** https://www.bls.gov/oes/current/oes_nat.htm
*   **State Data Source:** https://www.bls.gov/oes/current/oes_wy.htm   State Cross-Industry Estimates

Other wage information or comments that would assist the Commission:

Wage information for the film industry is mildly uninformed as the scope of the industry is so vast that to select a single slice of potential wages and outlook is short-sighted. Students who study film have a variety of career options that range from high-end Hollywood productions to localized, need-based media solutions for small business and a variety of clienteles.

3. Primary student audience identified for this program:

Students tend to self-select into a film program based on a desire to express themselves and to need to tell stories. The Film AAS program meets the academic needs of students who desire to enter the workforce immediately upon graduation from Central Wyoming College.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:
   __5__ Year One   __10__ Year Two   __15__ Year Three

K. Student recruitment and program marketing strategies to attract ___ the broadest range of individual into this specific program:

This section is not required for a pilot proposal.

L.* **Identification of similar programs at Wyoming Community Colleges** and an overview of results of **discussions with faculty and admistrators** at the relative college's curriculum and possible joint projects:

Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
N/A	In Process (60 credits)	N/A	N/A	N/A	N/A	N/A

As noted in the table above, there are no other Film programs in any of the state's community colleges; discussions related to potential partnership and/or joint projects will occur on a course-by-course basis, and as specific learning opportunities arise.

M. Note available program and course articulations with other likely **transfer institutions in the region, particularly for transfer AAS, AA and AS programs.** (Note regional Bachelor of Applied Science transfer options in addition to UW.)

The AAS program is designed as a terminal degree with no transfer articulations in place. The degree would qualify for articulation to BAS programs, such as:
- Olympic College - Bremerton, WA
- University of Montana – Missoula, MT
- SAE Institute – Los Angeles/San Francisco/San Jose, CA
- Nevada State College – Henderson, NV.

N. When appropriate, note partnerships with business, industry, associations or agencies that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

In addition to members of the Advisory Council for this program, the National Association of Broadcasters: NAB Conference and Wyoming PBS (located on the CWC campus) have made contributions to the curricular design and play a major role in providing internship and other student learning experiences.

O. <u>Assessment of student learning and completer follow-up per performance indicators.</u> How will the assessment outcomes be used to assure student learning and improve the program?

Assessment of program learning outcomes will be based on the creation of a student portfolio of work (artifacts) developed in each course of the program. Each artifact, such as a student production, will be evaluated using rubrics based the course student learning outcomes, which are mapped to the desired outcomes for the program. Student achievement of course and program learning outcomes will be tracked to identify areas for program improvement. As the focus of this degree is workforce preparation, student work from each course will focus on essential, technical skills needed for an entry-level position in the film industry.

P. * <u>Other program information or comments</u> that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 <u>WCCC Statewide Strategic Plan.</u>

This program addresses Wyoming and regional interests in the following Ways *that are not addressed earlier in this request*:

EDUCATED CITIZENRY – The CWC Film program is very unique in that it is the only program of its kind in the entire state.

DIVERSIFIED ECONOMY – As the world extends further and further into online presences, the need for content increases. Film majors are equipped with the skillset to meet these emerging content needs.

WORKFORCE DEVELOPMENT – Again, as regional business pursuits grow, the need for online presences increases. An online presence demands online content. This content is often video and audio work that Film students who create their careers in Wyoming will be uniquely skilled to create.

OTHER CRITERIA-

- **Labor Needs** –The Wyoming Tourism Office, which houses the Wyoming Film Commission, has developed a multi-faceted approach to building the film industry within the state. Part of that effort includes the development of the regional crew base. Central Wyoming College heeded the call when the tourism board pitched the idea of a full-fledged film school in the state to meet this demand.

*Community colleges are not required to complete sections G, I, J, K, L, or P for **pilot** program requests.

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs**

Kathy well   5-5-17
Signature   Date

Kathy Wells   VPAA
Printed Name   Title

Approved by the WCC Academic
Affairs Council

Joseph E. McCann, 6/16/17
Signature   Date

Joseph E. McCann, Programs Team Leader
Printed Name   Title

Approved by Program
Review Committee

Joseph E. McCann, 6/8/17
Signature   Date

Joseph E McCann, Program Teams Leader
Printed Name   Title

**Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

TAB 16

A. College: Western Wyoming Community College

B. Date submitted to WCCC: __7/24/17__

C. Program

1. Request for:

   ___ New Program   _X_ Pilot Program   ___ Revised Program

2. **Program Title:** Business Management _____

3. Degree or Certificate to be awarded:

   ___ Degree: ___ AA   ___ AS   _X_ AAS   ___ Other
   ___ Certificate

4. Educational Pathway:

   __ Energy ___Construction __ Hospitality __ Technology __ Health Care _X_ other

5. Total number of credit hours: _64_

6. Suggested CIP (Classification of Instructional Program) code (6-digit):

   _52.0201_ Business Administration and Management, General

7. Planned semester/year new program will begin: Fall 2017

8. Will any part of this program be provided by non-accredited vendor(s)?

   ___ YES (Provide details)   _X_ NO

9. Will all or part of this program be available to students via online or other distance education technologies?

   _X_ At the start of the program?   ___Within three years of the start of the program?   ___No

---

D. Program description as it will be included in college catalog:
(Type description here)

The Associate of Applied Science degree is intended for students interested in completing a terminal degree for job placement in a management-level position upon graduation. Students will learn about accounting, management, marketing, computer applications, and other subjects that will give them a concrete knowledge of how to manage a business. Students also build the skills they need to effectively manage employees and handle a wide variety of business tasks.

1. Expected Student learning outcomes from completion of the program:
   Students will be able to:

   - Analyze situations and apply situationally appropriate management strategies.
   - Utilize quantitative techniques to assess optimality of operational indicators.
   - Clearly and effectively communicate in verbal and written formats to ensure proper planning and execution leading to successful outcomes.

2. Program Layout by Semester

Semester 1		
BADM 1000	Introduction to Business	3
ENGL 1010	English Composition I	3
MATH 1000	Problem Solving	3
ECON 1000	Global Economic Issues	3
****	U.S. Government Class	3
HMDV 1005	First Year Success	1
		16

Semester 2		
ENGL 2005	Technical Writing	3
COSC 1200	Computer Information Systems	3
MGT 2100	Principles of Management	3
BOTK 2810	Accounting Procedures I	3
****	Business Elective	4
		16

Semester 3		
MGT 1040	Legal Environment of Business	3
BADM 2030	Business Ethics	3
CMAP 1750	Spreadsheet Applications	3
MKT 1400	Customer Service	2
****	Business Elective	3
COMM 1030	Interpersonal Communication	3
		17

Semester 4		
IMGT 2400	Introduction to Information Management	3
MGT 1200	Human Resource Management	3
MKT 2100	Marketing	3
****	Business Elective	3
****	Business Elective	3
HMDV 2411	Assessment Requirement	0
		15
		64

E. New course prefixes, course credit hours and:

1. Is the community college is using a course prefix which is new to Wyoming public higher education institutions: ____ Yes __X__ No

2. New course prefixes have been coordinated:

   with UW (transfer)   ____ Yes   ____ No _X_ Not Applicable

   or WCCC (CTE)   ____ Yes   ____ No _X_ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours, requested level of instruction (LOI of 1,2, or 3) and description):

   No new courses to be created.

2. New course numbers and/or number of credit hours have been coordinated:

   with UW (transfer) ____ Yes   ____ No _X_ Not Applicable

   or WCCC (career technical) ____ Yes   ____ No _X_ Not Applicable

G.* Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?

   Yes.

H. Summary of input from and coordination with citizens, business and industry or k-12 education:

The proposal for this program was presented to the Rock Springs and the Green River Chambers of Commerce, as well as to administrators of the Sweetwater

County Public School District (SCPSD). Additionally, it was presented to the Enterprise Council, comprised of representatives of regional industries, with question and answer sessions. Strong, positive feedback was received, with the suggestion to move forward with program development and implementation.

I.* **Resources required** to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

No new resources required. All courses in program are regularly taught at WWCC.

J.* **Projected demand in Wyoming and Nation** for five years from the proposed implementation date (career technical programs):

1. State and National Trends

   Not Required for Pilot Program

2. State and National Wages

   Not Required for Pilot Program

3. Primary student audience identified for this program:

   Southwestern Wyoming and Northeastern Utah students who desire a terminal degree providing business acumen, but who may not desire nor have the chance to pursue a four-year specialty business degree, are classic candidates for this program. As an applied management program, this is also appropriate for workers in industrial environments who desire an opportunity to advance with their current employers. Additionally, as this program can be delivered entirely on-line, our reach is not limited to those only in our geographic region.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:

   ____10____ Year One   ____20____Year Two   ____25+____ Year Three

K. **Student recruitment and program marketing strategies** to attract the broadest range of individual into this specific program:

Western Wyoming Community College has an active recruiting process in place that will continue to be utilized to its fullest. Staff actively support and participate in college and community activities to promote certificate and degree programs. Sweetwater County School District administrators have

mentioned in follow-up conversations that they may wish to examine the possibility of a future dual or concurrent enrollment linkage with this program.

L.* **Identification of similar programs at Wyoming Community Colleges** and an overview of results of **discussions with faculty and administrators** at the relative college's curriculum and possible joint projects:

Wyoming Community College Programs						
(Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
Management AAS 64 Office Management AAS 64	Bus. Mgt. AAS 63	Bus. Admin. AAS 60	Bus. Mgt. AAS 60	Business AAS 64	Business AAS 60	Bus. Mgt. AAS 64

M. **Note available program and course articulations** with other likely **transfer institutions in the region, particularly for transfer AAS, AA and AS programs.** (Note regional Bachelor of Applied Science transfer options in addition to UW.)

Under the current Accounting/Business AS 2+2 articulation agreement between WWCC and UW, 25 credits of that program are common to this Business AAS program. It is expected that these credits would be acceptable for transfer into a four-year program. Thus, even though the program is intended to be terminal and non-transferable, students who may "change their minds" after graduation and desire to continue on at UW may do so receiving some UW credit. Graduates of this program may also choose to continue into the Bachelor of Applied Science degree program at UW.

N. When appropriate, note partnerships with business, industry, associations or agencies that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

Green River Chamber of Commerce. Rock Springs Chamber of Commerce. Wyoming Department of Workforce Services. Tata Chemicals (Soda Ash) Partners. Sweetwater County Public School District. Members from these organizations have expressed their support for this program due to a local/regional need for individuals with skills they identified that were built into the program. Some of these organizations will provide further support through internships, job shadowing, guest speakers, and other resources.

O. Assessment of student learning and completer follow-up per performance indicators. How will the assessment outcomes be used to assure student learning and improve the program?

Students will be able to:

Outcomes	Assessment
• Discern criticality of management situations	• Exams and quizzes
• Optimize event outcomes	• Reflective term papers
• Quantitatively assess business operations	• Oral group research presentations

P. * **Other program information or comments** that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 WCCC Statewide Strategic Plan.

This program addresses Wyoming and regional interests in the following ways:

The information to be provided under the headings below is not required for a pilot program

EDUCATED CITIZENRY:

DIVERSIFIED ECONOMY:

WORKFORCE DEVELOPMENT:

EFFICIENT SYSTEMS:

ACCOUNTABILITY and IMPROVEMENT:

OTHER CRITERIA-

  • **Labor Needs –**

- **Curriculum Development –**

- **Pathways –**

- **Faculty Support –**

- **Recruitment Strategies –**

- **Resource Needs –**

*Community colleges are not required to complete sections G, I, J, K, L, or P for **pilot** program requests.

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs**

Kimberly O Farly   9-15-17

Signature   Date

Kimberly Farley   _Vice President for Student Learning_

Printed Name   Title

Approved by the WCC Academic
Affairs Council

Joseph E. McCann,   8/3/17

Signature   Date

Joseph E. McCann, Programs Team Leader

Printed Name   Title

Approved by Program
Review Committee

Joseph E. McCann,   8/8/17

Signature   Date

Joseph E. McCann, Programs Team Leader

Printed Name   Title

**Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

Wyoming Community College Commission
Request for
New, Pilot or Revised Degree or Certificate

A. **College:** ___Western Wyoming Community College___

B. **Date** submitted to WCCC: ___7-24-17___

C. **Program**
    1. Request for:
        ___ New Program   _X_ Pilot Program   ___ Revised Program

    2. **Program Title:** ___Application Software Specialist Certificate___

    3. Degree or Certificate to be awarded:
        ___ Degree: ___ AA   ___ AS   ___ AAS   ___ Other
        _X_ Certificate

    4. Educational Pathway:

        ___ Energy ___ Construction ___ Hospitality _X_ Technology ___ Health Care ___ other

    5. Total number of credit hours: _20_

    6. Suggested CIP (Classification of Instructional Program) code (6-digit):
        _11.0601_

    7. Planned semester/year new program will begin: Fall 2017

    8. Will any part of this program be provided by non-accredited vendor(s)?
        ___ YES (Provide details)   _X_ NO

    9. Will all or part of this program be available to students via online or other distance education technologies?

        _X_ At the start of the program? ___ Within three years of the start of the program? ___ No

    10.   **Program description** as it will be included in college catalog:

Today's businesses require highly-skilled individuals in the area of computer application software and concepts to assist in detailed and overall business

processes and practices. This certificate will provide students with these advanced skills and knowledge in industry-standard application software programs giving them a competitive edge and the expertise to assist businesses in every industry and discipline.

1. Expected Student learning outcomes from completion of the program:

   Students will be able to use and apply the full spectrum of the Microsoft Office programs including Word, Excel, PowerPoint, Access, Outlook, and the most current version of Microsoft's operating system. Students will demonstrate integration of these applications with each other and how these programs interact with Adobe Acrobat. Upon completion of the Application Software Specialist Certificate, students should be prepared to obtain Microsoft Office Specialist certification at a proficient level.

2. Program Layout by Semester

TWO-SEMESTER OPTION (presented to students looking to complete this certificate in one academic year)

Fall Semester

CMAP 1610 Windows I	1 credit
CMAP 2630 Presentation Graphics: PowerPoint	2 credits
CMAP 1905 Integrated Applications: Microsoft Office	3 credits
CMAP 1705 Word Processing Applications: Word	3 credits
CMAP 1886 Microsoft Outlook	1 credit
	10 credits

Spring Semester

COSC 1200 Computer Information Systems	3 credits
CMAP 1750 Spreadsheet Applications: Excel	3 credits
CMAP 1800 Database Applications: Access	3 credits
CMAP 1885 Digital Design Publishing: Adobe Acrobat	1 credit
	10 credits
Total	**20 credits**

FOUR-SEMESTER OPTION (presented to students adding this certificate to their academic plan or students presently working in the BIS field)

Fall Semester

CMAP 1610 Windows I	1 credit

| CMAP 1705 Word Processing Applications: Word | 3 credits |
| | **4 credits** |

Spring Semester

COSC 1200 Computer Information Systems	3 credits
CMAP 1750 Spreadsheet Applications: Excel	3 credits
	6 credits

Fall Semester

CMAP 2630 Presentation Graphics: PowerPoint	2 credits
CMAP 1905 Integrated Applications: Microsoft Office	3 credits
CMAP 1886 Microsoft Outlook	1 credit
	6 credits

Spring Semester

CMAP 1800 Database Applications: Access	3 credits
CMAP 1885 Digital Design Publishing: Adobe Acrobat	1 credit
	4 credits
Total	**20 credits**

E. New course prefixes, course credit hours and/or course numbers:

1. Recommended level of instruction (LOI) code, if the community college is using a course prefix which is new to Wyoming public higher education institutions:

    _X_ No new prefixes

2. New course prefixes have been coordinated:
   with UW (transfer) ____ Yes ____ No _X_ Not Applicable

   or WCCC (career technical) ____ Yes ____ No _X_ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours, requested level of instruction (LOI of 1,2, or 3) and description):

    CMAP 1886 Microsoft Outlook, *1 credit hour, LOI – 1*

    This course offers individualized instruction on the various uses of personal information management software which includes email management, calendar planning, task management, contact management, note taking,

and journaling. Students will engage in the activities of communicating via email and email etiquette, sharing and collaborating digitally, organizing schedules and tasks, journaling about interactions to track information, and managing calendars with appointments, meetings, and reminders.

2. <u>New</u> course numbers and/or number of credit hours have been coordinated:
   with UW (transfer) ____ Yes ____ No _X_ Not Applicable

   or WCCC (career technical) ____ Yes ____ No _X_ Not Applicable

G.* Can <u>this program be delivered by current faculty?</u> If not, what are the plans, budget and timeline for bringing on needed instructors?

   Information not needed for pilot

H. <u>Summary of input from and coordination with citizens, business and industry or k-12 education:</u>

In the spring of 2015, a survey was conducted by the Computer Science Department regarding programming languages and software programs that businesses in our area are using. The Computer Science Department shared with the Business Information Systems Department some of the results as they are directly related to the courses taught in the department. While the study is now two years old, it is indicative of the trends in the field and shows that expert knowledge of the application programs students gain in this certificate is in high demand. This has been confirmed by conversations bi-annually with the Business Information Systems Advisory Council.

The graphs from this shared document are shown on the next page:
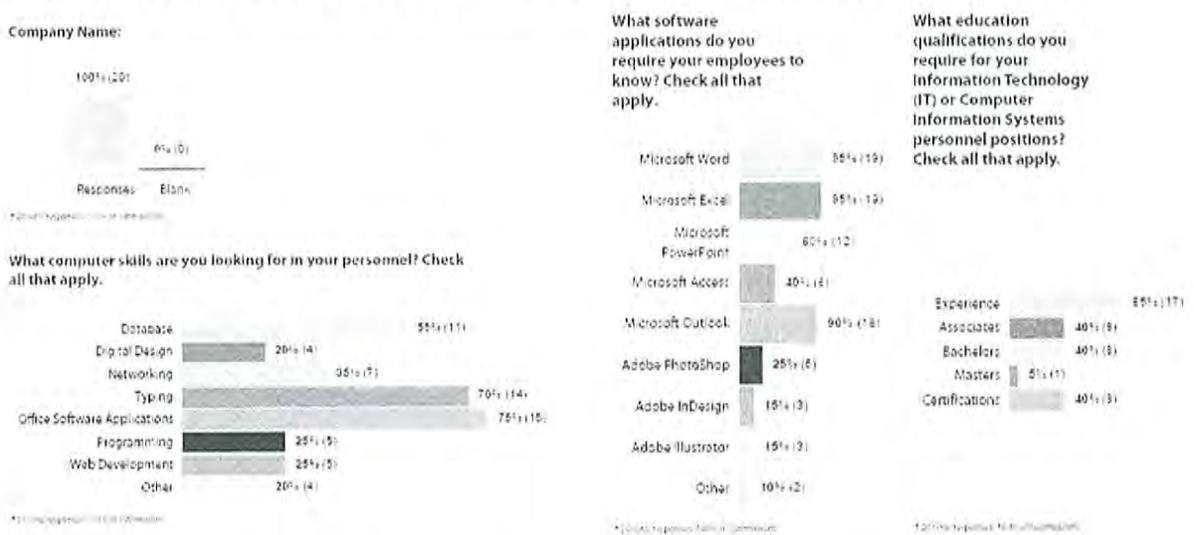
I.* <u>Resources required</u> to start and sustain the program and the current plan to meet those resource needs through college or other external

funds:

Information not needed for pilot

J.* __Projected demand in Wyoming and Nation__ for five years from the proposed implementation date (career technical programs):

Information not needed for pilot

1. State and National Trends

United States	Employment		Percent Change	Job Openings
	2014	2024		

Wyoming	Employment		Percent Change	Job Openings
	2014	2024		

Source:
- **National Data Source:** https://data.bls.gov/projections/occupationProj
- **State Data Source:** Wyoming Department of Employment Research & Planning
http://doe.state.wy.us/LMI/projections/2016/long_term_occupation_projections_2014-24.pdf

Other trend information that would assist the Commission:

2. State and National Wages

Location	Pay Period	2015				
		10%	25%	Median	75%	90%
United States	Hourly					
	Yearly					
Wyoming	Hourly					
	Yearly					

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey
- **National Data Source:** https://www.bls.gov/oes/current/oes_nat.htm
- **State Data Source:** https://www.bls.gov/oes/current/oes_wy.htm   State Cross-Industry Estimates

Other wage information or comments that would assist the Commission:

3. Primary student audience identified for this program:

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:
___ Year One   ___ Year Two   ___ Year Three

K.* Student recruitment and program marketing strategies to attract the broadest range of individual into this specific program:

Information not needed for pilot

L.* Identification of similar programs at Wyoming Community Colleges and an overview of results of **discussions with faculty and administrators** at the relative college's curriculum and possible joint projects:

Information not needed for pilot

M. Note available program and course articulations with other likely **transfer institutions in the region, particularly for transfer AAS, AA and AS programs.** (Note regional Bachelor of Applied Science transfer options in addition to UW.)

Not applicable

N. When appropriate, note partnerships with business, industry, associations or agencies that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

The Business Information Systems Advisory Council (meets twice per year) provided input concerning the needs and skills desired. BIS faculty have presented the draft certificate to the Rock Springs Chamber of Commerce and received positive feedback. The BIS faculty will continue discussions with these industry leaders to ensure the viability of the certificate. Internship opportunities may be possible with BIS advisory council and Chamber of Commerce businesses as interest was expressed by members of both groups.

O. Assessment of student learning and completer follow-up per performance indicators. How will the assessment outcomes be used to assure student learning and improve the program?

What skills will be measured (Course Competencies):	How the skills will be measured (Assessment):
• Efficiently create professional and accurate documents, spreadsheets, database objects, presentations,	• Assignments • Quizzes • Objective & Assessment Tests

forms, and email • Utilize the terminology associated with the application software and operating systems • Demonstrate use of advanced features within the applications • Perform integration between two or more applications and effective digital distribution • Use personal information management software features to organize contacts, email, calendar events/meetings, and folder creation • Demonstrate proper file management, installation and management of software and hardware, and customization of the Windows environment	• Case Studies • Projects • Reflection Papers • Discussion Boards

P. * <u>Other program information or comments</u> that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 <u>WCCC Statewide Strategic Plan.</u>

This program addresses Wyoming and regional interests in the following Ways *that are not addressed earlier in this request*:

Information not needed for pilot

EDUCATED CITIZENRY –

DIVERSIFIED ECONOMY –

WORKFORCE DEVELOPMENT –

EFFICIENT SYSTEMS –

ACCOUNTABILITY and IMPROVEMENT –

OTHER CRITERIA-

    • **Labor Needs** –

    • **Curriculum Development** –

- **Pathways** –

- **Faculty Support** –

- **Recruitment Strategies** –

- **Resource Needs** –

*Community colleges are not required to complete sections G, I, J, K, L, and P for **pilot** program requests.

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs**

Kimberly D Farley   *9-15-17*
        Signature   Date

Kimberly Farley   *Vice President for Student Learning*
    Printed Name   Title

Approved by the WCC Academic
Affairs Council

Joseph E McCann   *8/3/17*
        Signature   Date

Joseph E McCann, Programs Team Leader
    Printed Name   Title

Approved by Program
Review Committee

Joseph E. McCann,   *8/8/17*
        Signature   Date

Joseph E. McCann, Programs Team Leader
    Printed Name   Title

**Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

A. College: Western Wyoming Community College

B. Date submitted to WCCC: _____7-24-17_____

C. Program
    1. Request for:
        _____ New Program   __X_ Pilot Program   ____ Revised Program

    2. **Program Title:** Emergency Medical Services (EMS) Certificate

    3. Degree or Certificate to be awarded:
        ____ Degree: ____ AA   ____ AS   ____ AAS ____ Other
        _X__ Certificate

    4. Educational Pathway:

        __ Energy ___Construction __ Hospitality __ Technology _X Health Care __ other

    5. Total number of credit hours: 31

    6. Suggested CIP (Classification of Instructional Program) code (6-digit):
        51.0904

    7. Planned semester/year new program will begin: Fall 2017

    8. Will any part of this program be provided by non-accredited
       vendor(s)?
       ____ YES (Provide details)   _X__ NO

    9. Will all or part of this program be available to students via online or
       other distance education technologies?

       _X_At the start of the program? ____Within three years of the start of
       the program? ____No

D. Program description as it will be included in college catalog:

Western Wyoming Community College offers a program leading to a Certificate in Emergency Medical Services. Successful completion of the program allows the graduate to take the Wyoming State Intermediate Emergency Medical Technician (IEMT) licensure examination. The student is also eligible to take the National Registry of EMT's (NREMT) National Certification Examination. Upon licensure, the IEMT practices in settings where policies and procedures are specified and guidance is available. The goal of Western Wyoming Community College is to educate competent beginning EMT's.

The faculty has developed a learning environment that fosters interaction between the students and faculty. Because EMS practice is ever changing, the faculty utilizes active student learning to promote competence. Students are given opportunities to learn and to practice their skills in a variety of settings where people need care.

1. Expected Student learning outcomes from completion of the program: Students will be able to:

   a. Understand EMS knowledge necessary to function in a healthcare setting.
   b. Understand general medical knowledge necessary to function in a healthcare setting.
   c. Collect data from charts and patients.
   d. Interpret patient data.
   e. Recommend appropriate diagnostic and therapeutic procedures.
   f. Use sound judgment while functioning in a healthcare setting.
   g. Perform a broad range of clinical skills.
   h. Perform patient assessment.
   i. Perform approved therapeutic procedures and modalities.
   j. Perform and interpret diagnostic procedures.
   k. Communicate effectively in a healthcare setting.
   l. Conduct oneself in an ethical and professional manner.
   m. Manage time efficiently while functioning in a healthcare setting.
   n. Use critical thinking skills to assess and treat patients in emergency settings.

2. Program Layout by Semester

Freshman Year Fall		Credits
EMT 1690	Emergency Medical Technician	7
HLTK 1200	Medical Terminology	2
TOTAL		**9**

Freshman Year Spring		Credits
EMT 2500	Advanced Emergency Medical Technician	8
EMT 1695	Emergency Medical Special Operations	3
TOTAL		**11**

Sophomore Year Fall		Credits
EMT 2530	Intermediate Emergency Medical Technician	8
COMM 1030	Interpersonal Communication	3
TOTAL		**11**

		Total Credits	**31**

E. New course prefixes, course credit hours and:

1. Is the community college is using a course prefix which is new to Wyoming public higher education institutions: ____ Yes __X__ No ____ Not Applicable

2. New course prefixes have been coordinated:
   with UW (transfer)   ____ Yes ____ No __X__ Not Applicable

   or WCCC (CTE)   ____ Yes ____ No __X__ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours, requested level of instruction (LOI of 1,2, or 3) and description):

N/A

2. New course numbers and/or number of credit hours have been coordinated:
   with UW (transfer)   ____ Yes ____ No __X__ Not Applicable

   or WCCC (career technical) ____ Yes ____ No __X__ Not Applicable

G.* **Can this program be delivered by current faculty?** If not, what are the plans, budget and timeline for bringing on needed instructors?

Yes

H. Summary of input from and coordination with citizens, business and industry or k-12 education:

This certificate program was developed after consultation with the Western Wyoming Community College Advisory Council for EMS which is composed of industry leaders, local public officials, and other interested parties and organizations that work with EMS. As a result of these meetings, a need for more trained EMS providers was identified within the WWCC service area. It was further felt that WWCC was uniquely positioned to provide this training for our service area.

I.* **Resources required** to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

Information in this section not required for pilot program request

J.* **Projected demand in Wyoming and Nation** for five years from the proposed implementation date (career technical programs):

Information in this section not required for pilot program request

1. State and National Trends

United States	Employment		Percent Change	Job Openings
	2014	2024		
Wyoming	Employment		Percent Change	Job Openings
	2014	2024		

Source:

Other trend information that would assist the Commission:

2. State and National Wages

Location	Pay Period	2014				
		10%	25%	Median	75%	90%
United States	Hourly					
	Yearly					
Wyoming	Hourly					
	Yearly					

Source:

   Other wage information or comments that would assist the Commission:

3. Primary student audience identified for this program:

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:

   _____ Year One   _____ Year Two   _____ Year Three

K.*   Student recruitment and program marketing strategies to attract the broadest range of individual into this specific program:

   Information in this section is not required for pilot program request

L.* Identification of similar programs at Wyoming Community Colleges and an overview of results of **discussions with faculty and administrators** at the relative college's curriculum and possible joint projects:

   Information in this section is not required for pilot program request

Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College

M. <u>Note available program and course articulations</u> with other likely transfer institutions in the region, particularly for transfer AAS, AA and AS programs. (Note regional Bachelor of Applied Science transfer options in addition to UW.)

We have developed an association with the University of Utah Hospital for access to clinical opportunities. This may give the EMS program access to educational resources from the University Of Utah School Of Medicine and associated programs.

N. <u>When appropriate, note partnerships with business, industry, associations or agencies</u> that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.

Recently, Western Wyoming Community College received a large donation of durable EMS equipment from South Central Wyoming EMS, totaling nearly $34,000. This included various traction splints, equipment bags, cardiac monitors and pediatric equipment.

Many agencies and industry partners have contributed, and will continue to contribute, significantly to this program. These include Sweetwater County Sheriff's Office, Sweetwater Medics Ambulance Service, Rock Springs City Fire Department, Castlerock Ambulance Service, Bridger Coal Mine, Tata Chemicals, Sweetwater County Fire District #1, Wyoming State Office of EMS and Trauma, Sublette County EMS, and others. The program is also supported by Cooperative Education Agreements with regional healthcare facilities such as Memorial Hospital of Sweetwater County, University of Utah Hospital and Aspen Mountain Medical Center.

O. <u>Assessment of student learning and completer follow-up per performance indicators.</u> How will the assessment outcomes be used to assure student learning and improve the program?

Upon successful completion of this program, students will be able to:
- Perform a comprehensive patient assessment
- Deliver medications according to protocols
- Deliver life-saving interventions according to protocols

- Manage patient care while providing safe transportation to appropriate facilities
- Communicate effectively with a variety of audiences, including patients, families/friends or other public safety and medical professionals

Students will also provide individual course evaluations and feedback. Program exit follow-ups will be conducted, as well as follow-up employment statistics as part of program accreditation. Also, at a minimum, semi-annual advisory council meetings will be conducted at which time industry partners will have the opportunity to provide feedback for program changes and improvement.

P. * Other program information or comments that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 WCCC Statewide Strategic Plan.

This program addresses Wyoming and regional interests in the following ways that are not addressed earlier in this request:

The mission for Wyoming community colleges is to provide dynamic, lifelong learning environments through higher education, workforce development, innovative partnerships, and civic and global engagement that lead to responsible citizenship and economic, social and cultural prosperity.

The information in this section is not needed for a pilot program request

*Community colleges are not required to complete sections G, I, J, K, L, or P for **pilot** program requests.

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs**

Kimberly O Farley   9-15-17
Signature   Date

Kimberly Farley   _Vice President for Student Learning_
Printed Name   Title

Approved by the WCC Academic
Affairs Council

Joseph E. McCann,   8/3/17
Signature   Date

Joseph E McCann, Programs Team Leader
Printed Name   Title

Approved by Program
Review Committee

Joseph E. McCann,   8/8/17
Signature   Date

Joseph E. McCann, Programs Team Leader
Printed Name   Title

**Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

TAB 17

A. College: _____NWCCD_____

B. Date submitted to WCCC: _____**5.11.17**_____

C. Program

1. Request for:
____ New Program   _X_ Pilot Program   ____ Revised Program

2. **Program Title:** _____ IT Support Technician _____

3. Degree or Certificate to be awarded:
____ Degree: ____ AA   ____ AS   ____ AAS   ____ Other
_X_ Certificate

4. Educational Pathway:

__ Energy __Construction __ Hospitality _X Technology __ Health Care __ other

5. Total number of credit hours: ____**31**____

6. Suggested CIP (Classification of Instructional Program) code (6-digit):
_____*11.1006*___

7. Planned semester/year new program will begin: Fall 2017

8. Will any part of this program be provided by non-accredited vendor(s)?
____ YES (Provide details)   __X_ NO

9. Will all or part of this program be available to students via online or other distance education technologies?

__X_At the start of the program?   ____Within three years of the start of the program?   ____No

D. Program description as it will be included in college catalog:
IT Support Technician certificate will prepare students for entry- to mid-level support positions through the introduction of basic and

Total Program Credits 31

E. New course prefixes, course credit hours and/or course numbers:

1. Recommended level of instruction (LOI) code, if the community college is using a course prefix which is new to Wyoming public higher education institutions:

   __X___ No new prefixes

2. New course prefixes have been coordinated:
   with UW (transfer)   ____ Yes   ____ No   __X_ Not Applicable

   or WCCC (career technical) ____ Yes   ____ No   __X_ Not Applicable

F. New course descriptions:

1. The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours, requested level of instruction (LOI of 1,2, or 3) and description):

- INET 1820 – Scripting Languages I – 3 credits – LOI - 2
    - This course introduces the fundamental concepts of programming from a scripting language perspective to students with little or no programming experience. Students will write small programs to accomplish useful tasks in a variety of popular scripting languages. In addition, students will develop confidence working in both Windows and UNIX-like based systems.
- MSFT 1800 – Networking Fundamentals - 4 credits - LOI - 2
    - This course covers networking technologies, installation and configuration, media and topologies, management, and security. The course is intended to provide an entry-to medium-level technician a high level understanding of the complete infrastructure needed to support LANs, WLANs and WANs. The course will prepare the student to take the CompTIA Network + certification.

2. New course numbers and/or number of credit hours have been coordinated:
   with UW (transfer)   ____ Yes   ____ No   _x__ Not Applicable

   or WCCC (career technical) __X_ Yes   ____ No   ____ Not Applicable

G.* Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?

   YES

H. **Summary of input from and coordination with citizens, business and industry or k-12 education:**

Local advisory groups based out of both Sheridan and Gillette representing a diverse employment settings including education, healthcare, industry, mining and government indicated a need to have solidly prepared candidates from the local communities for entry- to mid-level IT support positions.

I.* **Resources required** to start and sustain the program and the current plan to meet those resource needs through college or other external funds:

The certificate overlaps with a majority of the same coursework completed for the Computer Networking Administration AAS program, therefore no additional resources are needed.

J.* **Projected demand in Wyoming and Nation** for five years from the proposed implementation date (career technical programs):

1. State and National Trends

United States	Employment		Percent Change	Job Openings
	2014	2024		
Computer Support Specialist 15-1151	766,900	855,700	12.0	88,800
Wyoming	Employment		Percent Change	Job Openings
	2014	2024		
Computer Support Specialist	521	556	6.7	35

Source:
- **National Data Source:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, Dec, 2015 Edition*, http://www.bls.gov/oco/ocos287.htm
- **State Data Source:** Wyoming Department of Employment Research & Planning
http://doe.state.wy.us/LMI/projections/2016/long_term_occupation_projections_2014-24.pdf

Other trend information that would assist the Commission:

2. State and National Wages

Location	Pay Period	2016				
		10%	25%	Median	75%	90%
United States	Hourly	14.15	18.18	23.74	30.64	39.50
	Yearly	29,440	37,810	49,390	63,740	82,160
Wyoming	Hourly	Hourly		22.00 – 25.25		
	Yearly	Yearly		45,870 – 50,450		

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey
  • **National Data Source:** https://www.bls.gov/oes/current/oes_nat.htm
  • **State Data Source:** https://www.bls.gov/oes/current/oes_wy.htm   State Cross-Industry Estimates

Other wage information or comments that would assist the Commission:

3. Primary student audience identified for this program:

Students needing a short-term opportunity to attain the foundational skills and certifications needed to enter the workforce.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:
    ___8___ Year One   ___10___ Year Two   ___12___ Year Three

L.* **Identification of similar programs at Wyoming Community Colleges** and an overview of results of **discussions with faculty and admistrators** at the relative college's curriculum and possible joint projects:

Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
	Computer Technology Certificate I 46 credits		Computer Support Specialist Certificate 29 credits			

M. <u>Note available program and course articulations</u> with other likely **transfer institutions in the region, particularly for transfer AAS, AA and AS programs.** (Note regional Bachelor of Applied Science transfer options in addition to UW.)

The certificate can lead to the Computer Network Administration AAS which can transfer to University of Wyoming Bachelors of Applied Science.

N. <u>When appropriate, note partnerships with business, industry, associations or agencies</u> that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program. The following Companies have participated: Sheridan Hospital, Sheridan High School, Turnkey Solutions, Contractor for VA Hospital (security focused), contractor for Sheridan City Government, L&H Industries, Arch Coal (Black Thunder Mine), Campbell Country High School, and Peregrine Academics.

O. <u>Assessment of student learning and completer follow-up per performance indicators.</u> How will the assessment outcomes be used to assure student learning and improve the program?
Students will be able to:
- Take TestOut simulation training tool certification exams (where used) as the course final examination to determine their preparedness for industry examinations.
- Take industry standard exams for CompTIA and Microsoft to attain certification.

P. * <u>Other program information or comments</u> that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 <u>WCCC Statewide Strategic Plan.</u>

This program addresses Wyoming and regional interests in the following Ways *that are not addressed earlier in this request*:

EDUCATED CITIZENRY – provide an educational opportunity that can be achieved in a shorter amount of time than now required by an AAS two-year program.

DIVERSIFIED ECONOMY – by educating the existing workforce we encourage expansion or introduction of new industry that relies heavily on technology.

WORKFORCE DEVELOPMENT – develops a local workforce that can support increased complexity of technology that is currently used throughout all industries as well as prepare for future expansion.

EFFICIENT SYSTEMS –

ACCOUNTABILITY and IMPROVEMENT – by aligning the curriculum with industry recognized and accepted certifications we increase the probability of success in preparing students who are ready for the workplace.

- **Recruitment Strategies** –

  - NWCCD catalog entry
  - Educate admission, recruiting and advising staff on the new program
  - Partner with local media to advertise the program
  - Announce on social media

*Community colleges are not required to complete sections G, I, J, K, L, and P for **pilot** program requests.

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs**

5/7/17

_____
Signature   Date

_Richard Hall_____VPAA - NWCC_____
Printed Name   Title

Approved by the WCC Academic
Affairs Council

Joseph E. McCann, 6/8/17
Signature   Date

Joseph E. McCann, Programs Team Leader
Printed Name   Title

Approved by Program
Review Committee

Joseph E. McCann, 6/16/17
Signature   Date

Joseph E. McCann, Programs Team Leader
Printed Name   Title

**Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

TAB 18

GOOD NEWS ITEMS

Submitted September 27, 2017

Casper College:

- Physics Instructor Jared Bowden was named as the 2017 STEM Secondary Educator of the Year by the Wyoming Department of Education.
- Casper College launched a new website for the School of Arts and Humanities. The site "Casper College Arts" highlights and promotes the arts community within the college.
- Casper College and Chicago-based Goldwind Americas have partnered to host the first two-week wind technician training course sponsored by Goldwind Works. The Goldwind Works wind technician training program is scheduled to begin on October 16, 2017.
- Casper College hosted diversity expert Terri C. Houston, who gave a presentation to the public: "God, Gays, Guns, and Gandhi: Let's Talk Diversity!"
- During the total solar eclipse, Casper College hosted Mr. Eclipse, the Science Channel, Associated Press, Astrocon members, and local media covering the event. Many amateur astronomers from around Wyoming, the United States, and other countries were also on campus for the total eclipse.

Central Wyoming College:

- CWC Start Up Intensive graduate Kathy Neiley and program director Liza Millet were among 85 nominated for the 2017 Wyoming Women of Influence awards. Millet was named Best Mentor for her work with entrepreneurs. She has mentored 103 Start Up Intensive graduates in eight sessions. At Silicon Couloir, she runs an angel/mentor group and as serves on the coaching committee for the CWC co-sponsored Pitch Day.
- The CWC Interdisciplinary Climate Change Expedition (ICCE) team continued their fourth year of work in the Dinwoody Cirque of Wyoming's Fitzpatrick Wilderness on August 13. Participating students performed research in archaeology, hydrology, geophysics and microbiology. ICCE teaches students how to collect field data in alpine environments, write research grants, and think and write scientifically. Students will present their data at conferences in Alberta, the University of WY, and California this summer. Information from the expedition was featured in Ecology and Environment, Inc. and Scientific American.

Eastern Wyoming College:

- A dedication and open house for the Career and Technical Education Center (CTEC) was held on August 24. Governor Mead spoke at the event as did Dr. Jim Rose. Approximately 600 were in attendance throughout the entire evening.
- A fundraising campaign is in full swing for the agriculture and veterinary technology facility which should see a groundbreaking early in 2018.
- Renovation work is nearly completion on the lobby of the EWC Fine Arts Center. This completes phase three of three phases of work on the Center. The newly remodeled lobby will soon have interactive screen which will include donor recognition, Emeritus and Honored Retiree recognition and information on distinguished alumni and distinguished service recipients.
- The EWC golf team started the season off with a win by 33 strokes at their home tournament. The Lancers placed second at the CWC one-day tournament.

Laramie County Community College:

- Arshi Rizwani-Nisley received the League of Women Voters of Wyoming 2017 Making Democracy Work Award, for her work as an educator at LCCC. As noted by media, "the remarkable personal story of the immigrant, Muslim Cheyenne resident made her a distinct recipient."
- Thanks to an LCCC partnership, the National College Access Network selected Cheyenne as one of only 22 cities to receive a grant to increase the FAFSA application and completion rates by at least five percent for the class of 2017. LCCC was the only two-year institution to receive the grant. Cheyenne had the nation's second highest increase, realizing an increase of 12.61 percent.
- LCCC rodeo coach Beau Clark had a tremendous run at Cheyenne Frontier Days, finishing fifth overall in the steer wrestling competition.
- Cantorei, an LCCC vocal ensemble, was selected to participate in the 2018 Choirs of America Nationals Competition at Carnegie Hall in New York City.

Northern Wyoming Community College District:

- The 9th Annual Rope for Knowledge Scholarship Roping in Buffalo on August 19 was a resounding success. Hosted by Sheridan College in Johnson County, the event raised almost $5,000 in scholarship money for the Johnson County Scholarship, an award which benefits Johnson County residents in pursuing higher education at Sheridan College in Johnson County, Sheridan College, and Gillette College.
- Grand openings were held the last week in August at Gillette College for both the High Plains Grill and Inspiration Hall. We welcomed a record 130 resident students on our campus in Gillette this semester.
- We are excited about the launch of our second season of activities in the Whitney Center for the Arts at Sheridan College. Highlights of the season include the Colorado Symphony, Swan Lake, and Thomas Freidman, as well as many student and faculty performances.

Northwest College:

- NWC's first "Paint the Town Red" event drew hundreds of community members, employees and students to downtown Powell for a window painting contest, food trucks, poker run and a live concert. The event, whose planning started with a local economic development group, connected new and returning students with Powell residents.
- The Studio Singers, under the direction of third-year Director Brennan Baglio, have been invited to perform at the 2018 Jazz Education Network Conference January 3-6 in Dallas.
- The Men's Rodeo Team finished 12th in the College National Finals Rodeo. Sophomore standout Bubba Boots earned second in Men's All Around. He and freshman teammate Matthew Williams were fourth in Team Roping. The team had earlier placed first in the Big Sky Region.
- NWC's recent Forensics Institute, a speech and debate camp hosted on campus this summer, attracted high school students from Wyoming, Montana, Nebraska, Utah and Illinois.

Wester Wyoming Community College:

- No items reported at this time.